

ROADSIDES (200)**201.1 ENVIRONMENT**

The Idaho Transportation Department (ITD) is charged with a clear mandate to preserve and protect the environment. ITD recognizes that these environmental concerns shall be addressed within our roadside construction and maintenance activities. It is ITD's intent to be responsible land managers and neighbors and to conduct responsible stewardship on all state roadsides, roadways, and properties under ITD ownership and jurisdiction.

Roadside maintenance activities and associated impacts are creating an increasing public awareness in the maintenance and operation of the state highway system. Roadside environmental issues or concerns can be directly related to construction and maintenance activities that adversely affect roadsides.

Federal, state, and local laws and ITD policies and practices have been enacted, which are aimed primarily at protecting or improving air and water quality, preserving wetlands, minimizing adverse roadside visual impacts, preserving protected biological species, preserving archaeological and historical sites, and managing noxious and undesirable invasive weeds and hazardous waste.

Maintenance personnel should be aware of the impact roadside maintenance activities have on the roadside environment, and every effort should be made to minimize these impacts. When maintenance activities adversely impact a roadside area, it shall be the district maintenance staff's responsibility to take positive action and repair the disruption as soon as possible.

Maintenance personnel should become very familiar with [ITD's Erosion and Sediment Control Manual of Best Management Practices \(BMP\)](#). The [BMP manual](#) should be referred to whenever disturbed roadside areas are in need of repairs, when corrective measures need to be made, or when preventative measures need to be installed due to pending roadside maintenance.

Every effort should be made to revegetate disturbed or bare areas. Established vegetation prevents erosion by stabilizing the soil and surface area and acts as a biofiltration measure for road surface and roadside runoff.

201.1.1 Water Quality

Federal law prohibits disturbance or damage of waters of the United States through routine maintenance. ITD is legally bound to comply with these federal laws ([National Environmental Policy Act](#), [Fish and Wildlife Coordination Act](#), and [Clean Water Act](#)) and with associated state and local laws that are in effect.

Before any wetland, water of the United States, or area suspected to be wetland is filled or dredged due to ditch, yard, material source, or roadside work, proper permits must be obtained. Contact the District Environmental Planner for assistance in the proper procedure to follow. In emergency and life-threatening situations, at the discretion of the foreman, clearance and permitting is not necessary until after the emergency or threat has been corrected.

When working on the roadsides, yards, and other ITD properties, maintenance staff is responsible for implementation of erosion and sediment control measures to assure that water discharge from the area is as clean as practicable of any sediment or pollutants. Erosion and sediment control measures will need to be checked periodically and after storm events or snow melt to ensure they are operating properly. Repairs or adjustments may be required and sediment may have to be removed and disposed of properly.

201.1.2 Air Quality

Open burning and dust raising through routine maintenance activities is to be avoided or kept to an absolute minimum. ITD, as a responsible land manager, is committed to clean air standards by not contributing to air pollution. This commitment requires a concerted effort on the part of all maintenance staff to find methods and management practices that prevent contamination of the air.

201.1.2.1 Burning

Open burning can produce hazardous contaminants, unreasonable smoky conditions, additional fire hazards, and unsafe driving conditions. In areas where open burning is regulated, such as cities, counties, state or federal lands (USFS-BLM), or where air quality standards are in effect, a burning permit is required and burning often will be allowed (if at all) only under very restrictive conditions. Every attempt should be made to remove and dispose of flammable materials in approved locations such as landfills. Brush and small trees can be chipped and blown back on the right-of-way or hauled away and stored for later use as erosion control mulch. Brush mowing may be another alternative to consider, if practicable.

If it is determined that burning is the best or only suitable method of disposal, it shall be done with all due caution, traffic control, and strict adherence to all applicable rules and regulations.

201.1.2.2 Dust

Dust or particulate matter (small airborne particles) is a major form of air pollution and can constitute a health hazard and create unsafe driving conditions. Maintenance activities such as sweeping, sand or chip sealing, ditch cleaning, foreslope shaping, roadside repairs, and sanding for snow or ice conditions present possible sources of fugitive dust.

Whenever possible, maintenance staff should use proper methods to minimize dust. Schedule and perform potential dust-raising activities on days or times that minimize the possibility of polluting the air or creating unsafe driving conditions.

201.1.3 Erosion and Sediment Control

Erosion and sediment control is a critical maintenance activity and should not only be considered on previous land-disturbing activities such as road construction, but also on any roadside land-disturbing activity, including slide or flood emergencies. ITD is continually coming under state and federal scrutiny to eliminate sediment discharge into wetlands and the waters of the United States.

There are a sufficient number of best management practices available to the Maintenance Section to effectively treat most ITD yards, facilities, and roadside erosion and sediment problems. The maintenance staff should become familiar with ITD's Erosion and Sediment Control Manual of Best Management Practices and the application of these [BMPs](#). [BMP](#) measures, depending on the situation, are available for perimeter, surface, slope, ditch, channel, and inlet and outlet protection, to name a few. Revegetation of disturbed or bare areas is the key component to long-term erosion and sediment control and should be used in most instances.

The District Environmental Planner, Vegetation Foreman, or the Roadside Manager in the Headquarters Maintenance Section should be consulted for more detail or if problems arise.

201.1.4 Snow and Ice Removal Operations (Water Quality)

De-icing chemicals and sand used for anti-skid can create problems associated with runoff of these materials to the roadside environment. Application of chemicals such as magnesium chloride and sanding material next to receptor spawning streams, or those streams, rivers, lakes, or wetlands inhabiting protected aquatic species, is of major concern and is coming under strict scrutiny.

Of secondary concern is the potential damage to groundwater or vegetation growing on the roadside where runoff or chemically (primarily salt) treated snow/ice is cast onto the roadside from snow plowing operations. Damage to vegetation can occur either through chemicals in the soil or where it is deposited on the foliage. Symptoms in conifer (pine) trees often are needle browning and needle loss. While some vegetation can compensate for the damage, other vegetation will brown up and die. Physical removal of the brown or dead vegetation may be required to avoid adverse public reaction.

Sanding material and de-icing chemicals should be applied with discrimination, consistent with the environmental, climatic, meteorological, and traffic conditions. It may be necessary to haul or remove from the roadside chemically treated snow and

ice that have the potential to drain directly into a receptor stream, lake, pond, or wetland.

Continued use of chemicals for ice and snow control measures in some sensitive areas may require water quality monitoring and sampling and may have to be altered, curtailed, or even stopped. The same measures apply to vegetation that may be "burned" or killed due to casting chemically treated ice or snow onto vegetation, resulting in a "brown out." This may require removing the vegetation or branches of trees prior to snow removal or in the spring when symptoms of burning or dieback occurs.

Storage of anti-skid material and de-icing chemicals should be done in a manner to minimize contamination of surface and groundwater. Methods should be used to prevent or contain runoff from storage tanks or uncovered stockpiles.

201.1.5 Fertilizers and Chemicals

Use of fertilizers to promote vegetative growth and chemicals (pesticides) to control unwanted pests such as undesirable or noxious weeds shall be used as directed by the District Vegetation Foreman. Overuse and/or dumping can result in severe damage to the environment and/or result in illegal discharge into waters of the United States. Only those maintenance staff trained and experienced in the use and application of fertilizers and chemicals shall directly apply, supervise, or be consulted in their use and application.

201.1.6 Rocks and Debris

Rock falls or debris including slides and flood material that fall onto the road surface or roadside can create safety hazards to the traveling public, as well as environmental concerns. These situations need to be dealt with quickly, safely, and effectively.

When rock or debris is encountered during routine patrol or reported and an employee is dispatched for removal, every effort and precaution should be made to remove the obstacle(s) as quickly as possible. Removal, depending on the circumstances, can be accomplished using equipment or by hand. Care should be taken so the obstacles are not disposed of or cast where they could interfere with or endanger public safety.

The following procedures are to be followed when performing rock/debris removal:

- When plowing rocks from the roadway, the operator should slow the plow to as slow a speed as possible, considering traffic volumes, sight and stopping distances, and weather conditions.
- Rock or debris should not be plowed or otherwise removed to any shoulder that is next to a steep downhill embankment, back or side slope, or any other area that

overlooks lower terrain, roadways, or stream banks unless the area has been reviewed and deemed acceptable for disposal. Whenever possible, rock or debris should be plowed or removed in a safe manner into a ditch next to the uphill cut slope. Do not plug the ditch. The employee should ensure that the rock or debris is secure and not a hazard before leaving the area.

- When rock or debris is encountered in the roadway that cannot be safely plowed or removed from the roadway into a ditch or approved location, appropriate traffic control measures should be taken to prevent accidents until the obstruction can be safely removed.

Maintenance equipment operators shall, at a minimum, activate the required emergency flashing lights while removing rock or debris from the travel lanes.

Disposal of the rock or debris should be at approved sites only. Disposal into wetlands or waters of the United States shall receive prior approval from the Corps of Engineers and the Idaho Department of Water Resources.

201.1.7 Cultural Resources

Federal and state laws prohibit destruction or damage of an archaeological or historical site through routine maintenance. Cultural resource sites are considered as any prehistoric or historic archaeological site, historical site, historical architectural site, paleontological site, or Native American Traditional Cultural Property. To be in compliance with these laws, maintenance activities off the pavement in cut or fill slopes, in existing or new sources, or material sites shall be cleared with the District Environmental Planner or the Archaeologist in the Environmental Section in headquarters.

201.1.8 Biological Resources

Federal law prohibits destruction or damage of any threatened and endangered (T&E) and some candidate species (plant or animal) through routine maintenance. In addition, there are state statutes that must be complied with. There are major criminal consequences for handling, disturbing, or killing T&E species, including large fines and possible jail sentences. All maintenance staff are responsible to ITD to ensure that no T&E species in your maintenance area are injured or destroyed or their habitat impacted without proper permits. Be sure all preliminary field inspections have been done to receive authority to proceed before you conduct any roadside or source work outside of previously cleared areas for T&E species.

At the discretion of the foreman, if there is a genuine life-threatening emergency, clearance is not necessary until after the emergency or threat has been corrected.

201.1.9 Wetlands

Wetlands are highly protected by federal, state, and local laws and ITD policies and practices. These laws and policies require ITD to operate with a "no net loss" of wetland function or acreage. Any addition of fill material or disturbance of existing soils in areas where water moves through or over the soil has the potential to either impact or disturb existing wetlands or create new ones.

Special care shall be taken in all phases of roadside management to ensure proper stewardship of existing wetlands and their buffers. Identification or delineation of wetlands, wetland boundaries, categories and types, assessment of functions and evaluation of impacts require the involvement, participation, and expertise of the District Environmental Planner.

201.1.10 Noxious and Invasive Weeds

Noxious weeds are designated by state law or county ordinance because they cause or can cause adverse or negative economic, ecological, or environmental impacts. Control of noxious weeds is usually very difficult and expensive. ITD is committed by state law to control and manage noxious weeds on all property under its jurisdiction. Highway roadsides and corridors represent a source and means of spread for noxious weeds and every effort should be made to cooperate or be directly involved in the management, control, and eradication of this environmental pollutant.

All maintenance staff should have some familiarity with noxious weeds. Identification, recognition, and early detection are paramount in keeping noxious weed spread in check. Any suspected infestation of noxious weeds or new invasive plants should be reported to the District Vegetation Foreman.

201.1.11 Hazardous Waste

Hazardous waste on the roadsides poses a serious threat to the traveling public and adjacent property owners, and also constitutes a direct threat to maintenance staff. Hazardous waste can create life-threatening situations that need to be handled with extreme care. For details on how to handle hazardous waste incidents, refer to [Section 52.0](#) of this manual.

205.1 ROADSIDE SAFETY

When performing roadside maintenance activities, maintenance staff should give consideration to vegetation-related roadside issues that affect traveler safety, such as clear or recovery zones, sight distance, road shading and living snow fences.

205.1.1 Clear Zone

The clear zone is the total roadside area starting at the edge of the traveled way that is available for safe recovery of errant vehicles. This area may consist of the shoulder, foreslope, or a recoverable slope or clear run-out area. The clear zone may extend beyond the boundary of the right-of-way and should not exceed slopes steeper than 3H:1V without protection to the motorist. At a minimum, the clear zone should extend 30 feet (9 m) from the edge of the road surface into the roadside.

The clear zone should be free of fixed objects (e.g., large trees and rocks). Vegetation in these zones should be maintained at a reduced height to provide for good visibility. Trees and brush should be removed or maintained so as not to be a safety hazard. Refer to [Chapter 6 of Roadway Design Manual](#) for more detail on clear zones.

An added benefit for providing clear zones on roadsides is the ability of the traveler to see and avoid wildlife, livestock, or other potential life-threatening objects on the roadside.

If clear zones cannot be provided, alternate safety devices such as guard rails or jersey barriers should be considered if sufficient room allows.

205.1.2 Sight Distance

Sight distance is the length of highway visible to the driver. It is essential that the driver of a vehicle be able to see far enough both vertically and horizontally in advance to assess potential or developing situations and take appropriate action. Roadside landforms, signs, structures, and low-hanging branches may have to be removed. Vegetation must be maintained at a lower height or removed to facilitate adequate sight distance and safe driving.

Adequate sight distance should be provided at intersections, approaches on the inside of vertical or horizontal curves, and other areas on the roadside that could be a potential problem to the driver. Maintenance staff should be aware of and recognize these safety hazards and take appropriate action to resolve or reduce the problem. Refer to [Chapters 4 and 6 of the Roadway Design Manual](#) for more detail on sight distancing.

205.1.3 Shading

Shading of roadways by obstacles on the roadside such as trees can result in frost, snow, or ice remaining on the roadway creating or prolonging hazardous driving conditions. These conditions occur because of the inability of the sun to reach the roadway in order to melt and dry off these areas. Sometimes it is impossible to remove obstructions such as trees, and the road surface has to be treated and receive special attention with antiskid or de-icing chemicals.

205.1.4 Living Snow Fence

Living snow fences comprised of living plant materials such as grasses, shrubs, and trees can be used to improve driver safety and reduce road closures and maintenance costs. When roads or sections of road are subject to recurring snow blockage due to drifting and blowing snow, well-planned and placed living snow fences can be more cost effective than structural barriers or snow fences.

On the other hand, vegetation such as grass, forbs, shrubs, and trees can act as an unplanned living snow fence and deposit drifting or blowing snow on the roadway. In this case, the vegetation may have to be removed or reduced in height to allow blowing snow to continue to pass over the surface of the road.

Added benefits to installing living snow fences are aesthetic or visual benefits, providing wildlife habitat and noise or visual barriers.

Living snow fences should be considered in those sections of a road that are subject to continuous drifting snow. Considerable thought and planning must be done in advance before living snow fences can be installed. Consult the local USDA Natural Resource Conservation Service or the Roadside Manager in the Headquarters Maintenance Section for more details. Because living snow fences do not fit in all instances, the district may have to revert to permanent or temporary snow fencing or barriers.

210.1 VEGETATION MANAGEMENT

Desirable vegetation on roadsides provides soil stabilization, erosion and dust control, valuable ground cover, and habitat for wildlife; captures sediment (bio-filtration); and creates a more pleasing visual experience to the driver, thereby reducing driver fatigue and competing with undesirable invasive and noxious weeds.

It is the policy of ITD to promote the growth and management of as much native and other adaptable vegetation on roadsides as is compatible with erosion control, safe highway use, attractive appearance, and minimal maintenance.

The achievement of roadside vegetation management objectives requires planning, implementation, control, and coordination of such activities as contracting, seeding, fertilizing, spraying herbicides, mowing, and brush removal and control (cultural, manual, and biological). These activities, individually or in combination, consist of a total Integrated Vegetation Management (IVM) approach to roadside vegetation management and provide compliance with state noxious weed laws.

The objective is to have as much desirable vegetation growing on roadside areas where its presence is suitable and manageable. This would consist of low-growing grass on the foreslopes and a diverse mix of grass, forbs, shrubs, and/or trees on the backslope to the right-of-way boundary. The intent is to remove or control undesirable vegetation (invasive, noxious, or excessive growers) in such a manner that there is little or no regrowth. At the same time, desirable vegetation should be treated in such a manner as to assist and promote the growth, establishment, and vigor of healthy plants. When undesirable vegetation is removed (mechanically or chemically), the ground will not remain bare but will re-establish with whatever species (seed) is on site, whether good or bad.

Maintenance staff who exhibit the interest, experience, and knowledge in roadside vegetation matters and are willing to learn should be selected by District Maintenance to coordinate the District Roadside Vegetation Management Program. At a minimum, each District Maintenance Section shall select an employee at the TTP (Foreman) level to be responsible for managing the District Roadside Vegetation Management Program and a TTS (Crew Leader) to assist. Both of these individuals shall be Licensed Professional Applicators in at least pesticide law and safety and right-of-way herbicide use and application. Vegetation management, supervision, or administration in other areas such as wetlands, lawns/landscape, or rodent control may require additional licensure in aquatic herbicides, ornamental herbicides, and rodenticides. These two individuals shall attend annual certified training in plant and soil science, herbicide use and application, and other related training programs to maintain current licensure and recertification. District Vegetative Management staff are required to stay informed and up to date on the latest research and technical information available for management of vegetation of roadsides. This includes the latest technology on the safe use of herbicides and associated application equipment.

Program administration, technical guidance, and assistance are provided by the Roadside Manager in the Headquarters Maintenance Section, who shall be licensed as a Professional Statewide Consultant.

210.1.1 Vegetation Management Guidelines

Vegetation management on roadside rights-of-way and ITD property shall be carried out according to the following guidelines.

- All vegetation management activities shall be implemented to provide a balanced IVM program using the most environmentally sound and appropriate measures available. Consideration should be directed toward maintaining weed-free roadsides and other ITD properties.
- Priority and emphasis of vegetation management on roadsides will be assigned to the following four levels (zones) of maintenance.
 - Level 1 Foreslope (Mow Zone) will receive the highest priority by promoting the growth of low-growing, fire-resistant grasses and using the most effective control measures [e.g., mowing, plant growth regulator (PGR), selective herbicides, etc.] to accomplish this task. Level 1 will normally be from the edge of the road surface to the bottom of the ditch. Depending on the gradient (degree) of the foreslope, some control measures may not be applicable and alternate control methods may be employed.
 - Level 2 Ditch or Drainage (Transition Zone) will receive the next highest priority by maintaining this area for positive drainage, biofiltration of pollutants and sediments, sight distancing, and clear zone vehicle recovery. This zone may be extended into Level 3, Backslope, depending on vegetative management requirements.
 - Level 3 Backslope (Biodiversity Zone) will receive the least amount of control attention in order to promote establishment of various grasses, forbs, shrubs, and/or trees. This zone, unless treated for specific reasons, should be left alone and managed on an as-needed basis.
 - Level 4 Special (Needs Zone) may cover all three previously mentioned levels of vegetation management and would be utilized where special vegetative management needs are required. This would include spraying or mowing from outside boundary to outside boundary in urban areas; meeting sight distancing or clear zone requirements; reducing or eliminating snow drifting or shading; controlling noxious, invasive, or undesirable weed infestations; and maintaining landscaped areas, biological control release sites, wetland or aquatic sites, agricultural or special crop lands, guardrails, bridge abutments, and other structures and property under ITD jurisdiction other than roadsides.

- Treatment schedules shall be planned to be species- and site-specific to take advantage of the most effective time or times to conduct programmed weed control measures. Climatological, physical, and botanical factors must be considered along with treatment method(s) when planning the annual vegetation management program. Some areas or sites may require two or more treatments annually, while other sites may require treatments once every two or three years. All state highway and ITD property shall be reviewed one or more times annually to determine the vegetative control requirements for the coming (next) years. Immediate corrective action may need to be done during this annual inspection in order to prevent seed formation or spread of an undesirable or noxious weed species.
- Prevention of the spread of undesirable and noxious weeds shall be given program planning attention and priority. This shall include the transfer of weed seed contaminated fill material from sources to the roadsides. The ability to recognize or identify new invading and noxious weed species is required. High priority in planning and carrying out complete eradication is to be initiated whenever new infestations are encountered. Road corridors are a quick way to contribute to the spread of undesirable weeds, and immediate attention and response is required to prevent this spread.
- Establishment of desirable and native species will receive emphasis in the overall planning process for roadside vegetation management. Competition with weeds by desirable species is of prime importance for success, and this weed control method shall be given the highest priority in program planning. Native species will be used for reseeded whenever feasible. Existing native vegetation shall be protected as much as possible.
- Every precaution shall be given to sensitive areas such as riparian areas and wetlands to avoid detrimental effects on these areas. "Brown out" of vegetation, especially shrubs and some trees by using herbicides, creates adverse public reaction and should be avoided as much as possible. Alternative methods of control are available for controlling shrubs and trees and should be utilized in most instances.

210.1.2 Mowing (Activity Code M211)

Roadside mowing is an important phase of vegetation management and, when used in combination with herbicides, should be employed on sections of road where the height of vegetation needs to be reduced for sight distancing, vehicle recovery, snow drifting, fire prevention, drainage, and livestock or wildlife safety. In some cases, depending on the site or areas (e.g., urban or high precipitation), mowing may have to be done more than once a year. Fire resistant, low-growing grasses on the foreslope (mow zone) should be utilized to reduce mowing requirements and times.

Mowing should not be scheduled until after June 30 or until the height of the vegetation exceeds 6 inches (400 mm). Mowing in the fall season can be done when grass is less than 6 inches (400 mm) in order to prevent snow drifting. Mowing after

seed maturity of desirable vegetation is recommended and should be considered when scheduling mowing. Every attempt should be made to protect native and other desirable vegetation. If an area to be mowed is treated with herbicides prior to mowing, delay the mowing two (2) weeks after spraying. Coordinate mowing with other phases of roadside vegetation management.

General roadside mowing should be confined to one mower width extending outward from the edge of the pavement to a predetermined width at the toe of the foreslope. One mower width can be defined as 10-15 feet (3-4.5 m) on the interstate or wide foreslope roads and 6-10 feet (2-3 m) on more narrow or steeper foreslope roads. Urban and other special needs areas (e.g., snow drifting and sight distance) may require solid mowing. Mowing in these areas should be scheduled and timed to meet required objectives.

The mower height should be adjusted so that 6 inches (150 mm) of vegetation remains and scalping of the ground is prevented. Blades, sickles, and flails should be maintained to achieve a sharp clean cut. Special precaution in the operation of the mower must be taken to avoid propelling objects such as rocks and other debris onto the roadway. Maintain all mowers according to manufacturer's recommendation and ensure they are in good working order before mowing. Proper operation of the mower shall include height control, protective baffle or guards, direction of rotation, direction of travel, shut down, turning, and lifting. Removal of berms that develop at the pavement edge may be required prior to mowing.

To better achieve roadside mowing schedules and objectives, ITD is encouraging districts to contract out roadside mowing to private firms on some state highways in the district. If contract mowing is planned, special consideration needs to be given in the contract specifications to cover scheduling, mower width, height of cut, traffic safety concerns, and fire prevention equipment (water tanks, hoses, etc.).

210.1.3 Brush and Tree Control/Removal (Activity Code M212)

Brush and trees that encroach into highway corridors (roadsides) may represent various maintenance and safety problems requiring special attention. Problems associated with brush/tree encroachment are shading, sight distance, vehicle recovery, hazard trees, livestock and wildlife safety, driver and pedestrian safety, and snow drifting or removal. Both brush (shrubs) and trees can be effectively dealt with to minimize these problems yet keep an esthetically pleasing and biologically diverse roadside. The right kind of brush and trees in the proper location on the roadsides provide essential ground cover and varying root depths that aid in soil/ slope stabilization. This in turn provides natural erosion control and prevents slope failure, resulting in less maintenance.

Selective removal of trees and brush and retaining low-growing brush and small caliper trees is recommended over complete and total removal. Selective removal eliminates the appearance of clear-cuts, which may result in negative public reaction.

Where possible, clear brush and trees to a minimum distance of 30 feet (9 m) from the edge of the road surface and more on the inside of curves. This minimal distance will provide and meet adequate clear zone and sight distance requirements. High hazard trees that pose immediate or future problems to traffic and/or driver safety should be removed, regardless of location. All broadleaf brush and trees (stumps) should be treated with an approved herbicide as soon as possible after removal (1-4 hours). This cut stump treatment will prevent regrowth from the stump or sprouting from the roots by killing the plant.

Running the shrubs and tree branches through a chipper is an effective way to handle disposal. The chipped branches can either be blown back directly onto the roadside or retained for later use as landscape or erosion control mulch. IDOC inmate labor is a cost-effective method for brush and tree removal in those districts that utilize this form of labor. Contracting brush or tree removal to private firms, especially for large hazard or difficult trees, should be considered when those situations exist.

210.1.4 Reseeding, Planting, and Fertilizing (Activity Code M213)

Seeding, planting, fertilizing and/or other soil amendments in disturbed, unhealthy and/or poor vegetation stands due to ground disturbance from construction or maintenance activities and/or disturbed areas due to slides, flood events, invasive weed encroachment and/or wildfires is a critical component of an integrated roadside vegetation management. ITD's policy is to maintain appropriate, healthy and sustainable vegetation along roadsides where they are best suited for the conditions and is an on-going management requirement that shall receive appropriate attention and high priority. The benefits from having established desirable and sustainable vegetation include biofiltration (sediment and pollutant capture), erosion control, minimal maintenance, attractive appearance, soil and slope stabilization, reduces weed species, provides ground cover, enhances wildlife habitat, and restores native plant ecosystems.

210.1.4.1 Seeding

Seeding disturbed Level 1 Foreslope (Mow Zone) and Level 2 Ditch (Transition Zone) due to blading, berm removal, ditch cleaning, or other reasons such as weak stands of healthy, desirable vegetation or lack of desirable revegetation establishment, shall be completed in the fall or early winter, or in some cases in the spring. Low-growing, fire-resistant native and other adaptable grasses including Hard Fescue, Covar Sheep Fescue, Idaho Fescue, Siberian Wheatgrass, Sodar Streambank Wheatgrass, Bluebunch Wheatgrass, Slender Wheatgrass, Sandberg Bluegrass, Bottlebrush Squirreltail, Sand Dropseed, or Indian Ricegrass shall be used according to the elevation and annual mean precipitation (MAP) zones located in [the Idaho Roadside Revegetation Handbook](#). All seed shall be certified by Idaho State as noxious weed free. Seeding in Level 3 Backslope (Biodiversity Zone) shall include seed that is comprised of taller grasses with varying types of roots and depth, forbs including native and desirable wildflowers and legumes, shrubs, and/or trees. Seed selection and rate shall be based upon the Idaho Roadside Revegetation Handbook

and/or guidance from the Roadside Programs Administrator in the Headquarters Maintenance Section.

The preferable method of seeding is drill seeding which allows optimal seed to soil contact and produces the best and most effective plant establishment. However, there are some circumstances that are not suitable for drill seeding including unavailability of equipment, steep slopes, saturated soils, and areas with excessive rock, gravel, or hardpan soil. In these cases, broadcast seeding (hydro or dry) should be used. Whenever possible, the soil shall be lightly cultivated or disked prior to seeding and left in a rough condition using a harrow, triple k, cleated crawler, or tiller. All seeded areas shall be covered lightly with soil after seeding whenever possible to provide optimal seed to soil contact. A successful vegetative establishment depends on the amount of positive seed to soil contact and can affect overall vegetation cover.

210.1.4.2 Seed Ordering

All seed ordered shall be certified noxious weed free and include a tag of certification from the Idaho State Seed Lab or State approved laboratory. The majority of seed is ordered through Supply Services Section at headquarters using an unnumbered [ITD-2379, Supply Request Order Form](#). All orders requesting ITD furnished seed are processed through the Roadside Programs Administrator in the Headquarters Maintenance Section. All Supply Request forms shall have the proper maintenance authority and function codes along with the [Activity Code M213](#).

210.1.4.3 Planting

In certain areas of the roadside or ITD property, planting seedlings, tubelings, and bare root, balled, burlapped, or container plants may be desirable for beautification, erosion control, soil and/or slope stability, noise or visual barriers, or living snow fences. In this case, the program warrants careful planning and implementation. The ideal time to plant is in the fall prior to winter freeze-up and snow. Plant species selection should be based on adaptability to the site (preferably native) and locally grown to assure winter hardiness. Refer to [Standard Drawing K-7](#) when planting trees and shrubs.

210.1.4.4 Fertilizing

Since most disturbed roadsides are deficient in vital plant nutrients and beneficial microorganisms, commercial fertilizer applications should be based on a soil analysis report with appropriate recommendations made by an accredited laboratory in order to achieve successful dryland seeding. Areas that are less critical or do not have special requirements or specifications may use fertilizer applications based on the Fertilizer Selection section and general soils map in [Chapter 5 of the Roadway Design Manual](#). In many situations, there are other good alternatives to commercial fertilizer and include topsoil, compost, organic soil amendments, and soil biological stimulants. Soil microorganism inoculants may also be used to provide for healthy and sustainable vegetation growth and establishment. Consult with the Roadside

Programs Administrator in the Headquarters Maintenance Section for assistance and more detail in plant nutrient selection and use.

210.1.5 Cultural Control (Activity Code M216)

With the utilization of IDOC inmate labor in some districts, cultural vegetation management can become a key component or tool in Integrated Vegetation Management. Cultural control, which primarily involves hand labor but is closely associated with mechanical methods (e.g., chainsaws, brush mowing, chippers, etc.), can be utilized to perform a wide array of vegetation management tasks, especially brush and tree removal. Every effort should be made by the districts to use this vegetative management tool where practicable.

210.1.6 Biological Control (Activity Code M216)

Biological vegetation control is the use of plant insects or diseases (pathogens) that are host- or species-specific and, rather than killing a plant, they reduce the vigor of the plant or reduce seed production. Biological agents can bore into roots, stems, or branches and interrupt plant growth, lay eggs in seed heads with the hatched larvae feeding on the seed, form galls on stems or leaves, or form rust spores, etc., on the plant and leaves, which interrupts photosynthesis. Biological agents are the natural predator of plants and are extensively screened before release on noxious or invasive weed infestations. Many noxious and/or invasive weeds come from foreign countries or regions which are introduced into this country without natural predators. A successful integrated pest management program requires a combination of different biological agents that attack the host plant in a variety of ways.

The use of biological agents on ITD property, especially right-of-ways, is encouraged but must be pursued with caution. Biological agents are living mobile organisms that can relocate to other targeted noxious and/or invasive weeds within the highway corridor. Careful consideration must be given to site selection and placement of biological agents in order to preserve the life and success of these organisms. Narrow road corridors that may receive extensive vegetation management such as chemical spraying or mowing are not always conducive to biological agent release. In order for biological agents to be successful, the host plant infestation should be left undisturbed. This may not be possible if the host species infestation is in an urban area or adjacent to agricultural lands, where complete control of the host plant may be required.

The District Vegetation Foreman should be familiar with the positive and negative aspects of collection and release of biological agents, especially as it relates to ITD property. If biological agents are released on ITD property, the host infestation in most instances should be left undisturbed. All information relating to the release including genus and species (host and agent), date, time, county, state, number and life stages of agents released, and site characteristics (land ownership, legal description, host infestation size, and weed characteristics) shall be documented

using a biological control release form which can be obtained from the Roadside Programs Administrator in the Headquarters Maintenance Section. The site, including control of the host plant and survival of biological agent, shall be monitored and recorded on an annual basis for a minimum of 3 years.

210.1.7 Noxious Weeds (Activity Codes M214-M216)

The Idaho State Noxious Weed law is administered by the Idaho Department of Agriculture and declares that specific weeds (listed on the Idaho Noxious Weed List) are designated noxious because they cause or can cause extraordinary negative economic, environmental, and ecological impact and control is usually difficult and expensive. Idaho counties, through county ordinances, have the ability to declare additional noxious weeds within their jurisdictional boundaries. ITD is committed to complying with the Idaho Noxious Weed Law in the prevention, control, management, and/or eradication of noxious weeds on ITD property.

Noxious weed control shall receive high priority within ITD and its districts. All districts are encouraged to enter into cooperative agreements with the individual counties within the district to perform noxious weed control on ITD property. Refer to [ITD-2393](#) and [Administrative Policy A-01-09](#) for more detailed information. These cooperative agreements will identify the roads or areas (location) in the county where ITD property will be treated for noxious weeds and include the targeted species, the approved herbicide(s) treatment and/or application method used and other required specifications for effective treatment. The county will be compensated as agreed in the cooperative agreement. This agreement should receive annual review and update. If the district is unable to enter into a noxious weed control cooperative agreement with an individual county, the district shall assume all noxious weed control responsibilities on ITD property in that county.

In addition to county involvement and agreement, the District Roadside Vegetation Foreman and staff should be involved and participate in state, regional, or cooperative weed management areas pertaining to the comprehensive and strategic management of noxious and invasive weeds.

210.1.8 Chemical Spraying (Activity Codes 214 and 216)

Chemical (herbicide) spraying is the most efficient and cost-effective control method available to the District Roadside Integrated Vegetation Management (IVM) program. When used in combination with other IVM practices, herbicide efficiency and control results increase. Extreme caution should always be used when applying herbicides on ITD roadsides and other ITD property, as adverse safety, public reaction, or liability issues may result.

Herbicides selected for use on ITD property for vegetation management are selected based upon their ability to control all or certain targeted weed species, safety to the

applicator and the general public, and minimal impact on the environment and off-target species.

Equipment used by the district to apply herbicides should be equipped with the most technologically advanced equipment to reduce herbicide exposure to the public, to adjacent off-target species and, in particular, to maintenance staff operating the equipment. Maximum safety measures should be provided in choosing the equipment.

State laws govern the use and application of all pesticides, and it is ITD policy that all district staff applying or supervising the application of pesticides be licensed as Professional Applicators. This licensure requirement covers the use and application of "Restricted Use Pesticides" and the ability to consult and supervise in those categories of pesticide use for which maintenance roadside vegetation staff are licensed.

The licensed spray applicator shall have on the application vehicle at all times a current label of the herbicide(s) being applied and a current Material Safety Data Sheet (MSDS) of the herbicide(s) being applied. It is the responsibility of the District Vegetation Foreman to assure that this procedure is strictly followed.

210.1.8.1 Herbicide Application

Herbicide spraying on ITD roadsides and property is based on the vegetation management guidelines (four levels of vegetation maintenance).

Herbicide treatments in Levels 1 and 2 (Mow and Transition Zones) will be done using selective herbicides based on vegetative control objectives and requirements. The objective in these two zones is to have low-growing, fire resistant grass species. Plant growth regulators should be considered in combination with the selective herbicides chosen for these two levels.

Herbicide treatments in Levels 3 and 4 (Biodiversity and Special Needs Zones) should only be used in areas where circumstances require the application of herbicides to meet vegetative control objectives and requirements. The selection of herbicides for these two zones should meet stricter review requirements and use by the maintenance roadside vegetation staff.

Noxious weed control will be required in all four levels and will be given high priority.

Under no circumstances will herbicide treatments be used in the four levels for the sake of spraying only or to meet self-imposed acreage or mileage goals. The objective is to use herbicides as an efficient and effective management tool and use only in areas where situations exist that justify its use.

Removal of roadside material, such as berms and other ditch cleaning activities, should be carefully considered knowing that this material may have residue resulting from herbicide applications. Wasting or disposing of this material should be done at

approved disposal sites or areas and only after consultation with the District Vegetation Foreman.

All large shrubs or woody plants such as trees shall be removed and the stumps treated with an appropriate herbicide to avoid "brownouts," fire hazards, and unsightly conditions prior to any herbicide treatments.

Herbicide treatment and application should be done during the time of year that will achieve maximum results. The timing should be based on optimum growth stages of the targeted species in conjunction with the design and mode of action of the selected herbicide, whether it is through leaf translocation or through root uptake. Herbicide applications should be done during favorable weather conditions with special consideration given to temperature, wind speed, wind direction, and rainfall events.

210.1.8.2 Spray Equipment

Spray equipment for applying herbicides should be selected based primarily on pesticide safety and exposure to the applicator. Self-contained spray systems using individual herbicide injection systems and computer-controlled spraying with GPS recording devices are the most accurate, effective and state-of-the-art application method available. This equipment can effectively apply herbicides at the prescribed rate to the correct location(s) based on width, speed of travel, and the length of the desired application. Properly calibrated computer equipment in the cab of the spray truck can perform and accomplish all the spray requirements for the job plus record the exact quantity, rate and location of the application.

The District Roadside Vegetation Management crew shall be knowledgeable and proficient in the use and maintenance of this sophisticated equipment to assure accurate herbicide application and record keeping.

210.1.8.3 Herbicide Selection

Herbicide selection for use on ITD roadsides and properties is based on impact to the environment, safety to the applicator, and its ability to control or eliminate weeds meeting ITD vegetation control objectives and requirements. The herbicides selected may be selective, non-selective, or growth regulated. In conjunction with herbicide selection, spray adjuvants such as surfactants, wetting agents, or drift reducers may be used to enhance herbicide activity or reduce or eliminate physical drift of the spray solution.

An approved ITD herbicide list is maintained with the Roadside Program Administrator in Headquarters Maintenance Section. Herbicides and adjuvants on this approved list are determined by the six District Vegetation Foremen and the Roadside Program Administrator. Use of herbicides and adjuvants other than those on the approved list shall be cleared through the Roadside Program Administrator. This applies to herbicides and adjuvants purchased by the district, herbicides and adjuvants used for demonstration and research purposes, herbicides and adjuvants

used in contract spraying, and herbicides and adjuvants used in Noxious Weed Control Agreements with counties. ITD is responsible for all pesticides applied to its properties and will have final approval on their use and application. Application of pesticides and, in particular, herbicides applied by adjacent landowners on ITD rights-of-way shall be discouraged and treated as a prohibited activity and encroachment.

All herbicides used and applied on ITD property shall be used and applied according to manufacturer label recommendations, instructions, limitations, and precautions.

All bidding and awards for purchase of ITD-approved herbicides will be done through Supply Services Section at headquarters and the Idaho Division of Purchasing. The Roadside Program Administrator will coordinate all purchasing, product descriptions and bid specifications. All approved herbicides purchased through the bidding process will be delivered FOB to the districts. Payment for the herbicides will be made by the district from the herbicide budget line item in the District Maintenance Operation's budget.

Storage of herbicides within the district will be in an approved, heated, ventilated, and contained storage area. Preferably this storage area will be isolated from other buildings to reduce the chances of contamination or exposure to district staff. The storage area or building shall be posted with warning notices visible from any direction at a minimum of 25 feet (7.6 meters). The notices shall read as follows:

**DANGER
POISON STORAGE AREA
UNAUTHORIZED PERSONS KEEP OUT**

(Repeat the warning in Spanish)

Place the name and phone number of an individual to contact in case of emergency on the sign.

Herbicide bids now specify that districts can order and buy smaller quantities of the herbicide. This is helpful to the district because less storage (both in size and quantity) is required, thus alleviating the problem of storing large quantities over longer periods of time. The district can now buy herbicides that are in essence stored at the distributor (successful bidder) rather than in the district. This procedure helps because money for herbicides can be better spent and there is less carry-over of herbicides into the next year.

When herbicides are stored on the spray truck(s), the trucks should be parked in an area away from easy access by district staff other than the spray crew. The truck parking area (inside or out) should have containment capable of handling 110% of the volume of the largest hazardous material (i.e., herbicide) containers on that vehicle.

Another issue related to herbicide storage is herbicide container disposal. It is recommended that when districts order a herbicide, the herbicide container be self-contained and returnable. Advantages of using returnable, self-contained containers are a substantial reduction in pesticide exposure to the mixer-loader, there is no longer a triple rinse requirement to meet, and the distributor delivers and collects the containers. There is not the time-consuming, labor-intensive requirement to triple rinse the container, destroy, crush, or cut the container and dispose of the container in an approved landfill. Storage of empty pesticide containers have to meet the same requirements as full or partially-filled containers, thus alleviating this need.

Transfer of pesticides from the self-contained returnable pesticide containers can be accomplished with self-contained transfer pumps, either owned by the district or furnished by the distributor of the product. This procedure also reduces exposure of pesticides to the mixer-loader. Pesticides from self-contained returnable containers can be transferred to small containers as long as the smaller container is properly labeled.

210.1.8.4 Safety

By using the proper equipment and protective and safety gear, the mixer-loader and herbicide applicator can reduce their exposure to pesticides. This is a critical component in ITD's integrated vegetation management program. All spray equipment should be self-contained (injection system) and computer-operated (eliminating any pesticide exposure in the cab). The pesticide containers should be self-contained and

returnable, eliminating exposure and disposal. Transfer pumps and all associated plumbing should be self-contained, with check valves to prevent leakage.

The mixer-loader shall have face shields, proper rubber gloves, boots, and clothing to reduce or eliminate direct exposure to the pesticides. Eye wash and wash-off systems shall be on all spray rigs and in the mix-load area. Approved first-aid safety kits with soap shall also be within easy access on all spray equipment.

Herbicide and adjuvant selection for listing on ITD's approved herbicide and adjuvant list should be based on the least amount of toxicity (oral and dermal) to the mixer-loader, applicator, and the environment.

District staff that will be working with pesticides and exposed or possibly exposed should attend pesticide safety training whenever this training is available.

District staff shall not handle, transport, display, mix-load, apply, or distribute pesticides in any manner that endangers man and his environment or contaminates food, feed, or other products. Pesticide spill and containment kits shall be available on all spray trucks and in the mix-load area.

210.1.8.5 Record Keeping

Districts and ITD are required by state and federal law to keep records of all pesticide applications on ITD property. This requires that the District Roadside Vegetation Foreman be knowledgeable and up-to-date on these requirements and as stipulated in the Idaho Laws and Rules Governing Pesticide Use and Application. Refer to [ITD-2011](#) for more detailed information.

ITD has created a Vegetation Control System written in Microsoft Access that employs a Daily Herbicide Application Log for record keeping. This system allows the district to record and store all herbicide applications as required by state law. As pesticide application records must be kept over a period of years, it is advisable to back these records up on a daily basis and store in separate locations.

210.1.8.6 Contracting

ITD recommends that whenever practicable, roadside herbicide applications be contracted out to private firms. In many cases where reduction in roadside vegetation staff (especially seasonal help) has occurred, annual roadside vegetation objectives and requirements need to be contracted out. This is necessary in order to accomplish the district vegetation objectives and requirements.

Herbicide(s) specified on the contracted projects shall be on ITD's approved herbicide list. Other important factors to consider in the preparation of the bid proposal document should address target species, production, solid or spot treatment requirements, record keeping, expected results, and traffic concerns. It is important that contract herbicide applications be closely monitored by responsible

District Roadside Vegetation Management staff to assure compliance with the contract terms and that all precautions are being closely followed.

220.0 ADOPT-A-HIGHWAY PROGRAM

Through the Adopt-A-Highway Program, volunteer groups have the opportunity to support ITD's anti-litter commitment by adopting sections of state highway right-of-way for the purpose of controlling litter on their adopted sections, as provided for in [Administrative Policy A-05-27](#) and [Board Policy B-05-27](#) – Volunteer Activities.

220.1 Definitions

Adopt-A-Highway Program – ITD's program that emphasizes anti-litter education and utilizes volunteer groups to control litter on their adopted section of state highway right-of-way.

Volunteer Group – Members or employees of civic or nonprofit organizations and commercial or private enterprises participating in the Adopt-A-Highway Program.

Adopt-A-Highway Volunteer Group Contact Person – Individual who serves as spokesperson for the volunteer group and is the volunteer group's contact with ITD.

Adopt-A-Highway Volunteer Group Alternate Representative – Individual who serves as spokesperson for the volunteer group when ITD is unable to locate the Adopt-A-Highway Volunteer Group Contact Person.

District – One of the six districts of ITD having the responsibility of administering their area's Adopt-A-Highway Program, as outlined in the following sections.

Adopted Section – Section of state highway right-of-way approved by the District Engineer for adoption by the volunteer group.

Board – The Idaho Transportation Board.

ITD – The Idaho Transportation Department.

Director – The Director of the Idaho Transportation Department.

District Engineer – The chief executive officer in charge of an ITD district.

Volunteer Services Coordinator – ITD's employee having responsibility for the statewide coordination of the Adopt-A-Highway Program reporting to the headquarters Maintenance Section.

District Adopt-A-Highway Coordinator – The district employee having responsibility for the district coordination of the Adopt-A-Highway Program reporting to the District Engineer.

220.2 Participation in the Adopt-A-Highway Program

Members or employees of civic or nonprofit organizations and commercial or private enterprises may, upon approval by ITD, adopt a section of state highway right-of-way for the purpose of picking up litter from their adopted section under such terms and conditions as provided for in [Administrative Policy A-05-27](#) and [Board Policy B-05-27](#) – Volunteer Activities.

All volunteer groups, with the exception of individual/family groups, will provide the name, daytime telephone number and e-mail address of the Alternate Representative.

No person or group shall be denied the opportunity to participate in this program because of race, sex, color, national origin, or disability.

No group or organization that promotes racial intolerance or harassment is eligible to participate in this program.

220.3 Adopt-A-Highway Program Application

The volunteer group contact person submits an application (see [Figure 220.3](#)) for participation in the Adopt-A-Highway Program to the District Engineer of the district in which the section of state highway right-of-way is located.

The application shall be in the form prescribed by the Director, administered by the Volunteer Services Coordinator, and contain the following information:

- The volunteer group's name, as requested for display on the Adopt-A-Highway signs.
- The name, telephone number, mailing address, and signature of the volunteer group's contact person.
- The name and daytime telephone number of the volunteer group's alternate representative.
- The approximate number of volunteer group members who will be participating in each cleanup.
- The state highway right-of-way section, as nearly as it can be described, that the volunteer group wants to adopt.
- An alternate section of state highway right-of-way that will be used for adoption if the first choice is unavailable.

Fig: 220.3



Adopt-A-Highway Program Application Idaho Transportation Department



Sign Information

1. Complete the boxes as you request your signs to be written. No slogans or logos. Indicate a space by leaving a blank box.
2. Signs shall be limited to one or two lines wherever possible. Use of a third line will require ITD approval.
3. Signs with one or two lines of text will display up to 15 characters, including spaces. Signs with three lines of text will display up to 20 characters, including spaces.

-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Contact Information

Print Name					Day Phone		Extension		E-mail Address				
Mailing Address							City			State		Zip Code	

Alternative Representative Information – Required for all organizations

Print Name					Day Phone		Extension		E-mail Address				
------------	--	--	--	--	-----------	--	-----------	--	----------------	--	--	--	--

Total number of participants in group _____ **Number under 18** _____

Highway Section You are Interested in Adopting – Show highway number, beginning and ending milepost, and other information that will help identify the location.

Signature										Date	

ITD Use Only

_____	_____
Approved Section	Mile Post to Mile Post
_____	_____
Segment Number	County

Mail this form to:

220.4 Approved Application Forms

If the District Engineer approves the application, the volunteer group contact person will provide ITD with the following completed forms:

- [ITD 02868](#), Idaho Adopt-A-Highway Program Agreement Terms and Conditions (see [Figure 220.4-A](#)). The agreement shall be in the form prescribed by the Director, administered by the Volunteer Services Coordinator, and shall contain:
 - An acknowledgment by the volunteer group of the hazardous nature of the work involved in participating in the Adopt-A-Highway Program.
 - An acknowledgment that the members of the volunteer group agree jointly and severally to be bound by and comply with the terms and conditions set forth in the agreement.
 - The respective responsibilities of the volunteer group and ITD, as outlined in [Section 220.5](#).
- ITD 02880, Idaho Adopt-A-Highway Program Volunteer Group Information (see [Figure 220.4-B](#)).
- ITD 02870, Volunteer Release of Liability, Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs (see [Figure 220.4-C](#)).
- ITD 02871, Volunteer Release of Liability, Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs - Under Age 18 (see [Figure 220.4-D](#)).

220.5 Responsibilities of Volunteer Groups and ITD

Volunteer groups participating in the Adopt-A-Highway Program are subject to each of the following requirements and responsibilities:

- Each volunteer group acts as an independent contractor in picking up litter.
- The volunteer group contact person serves as the spokesperson for the volunteer group and is the volunteer group's contact with ITD. Any change in contact person information will be provided to the District Adopt-A-Highway Coordinator and the Volunteer Services Coordinator. If ITD is unable to locate the contact person, the alternate representative will become the volunteer group's contact with ITD.
- All volunteer groups, with the exception of individual family groups, will provide the name and daytime telephone number of the Alternate Representative.
- Participants of the volunteer group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer for special conditions on a particular adopted section.

Fig 220.4- A

ITD 2868 (Rev. 8-03)

Idaho Adopt-A-Highway Program Agreement Terms And Conditions



The Idaho Transportation Department, hereinafter called ITD, and _____, hereinafter called the Volunteer Group, recognize the need and the desirability of litter-free highways and are entering into this Adoption Agreement (Agreement).

By signature below, the Volunteer Group, both jointly and severally, acknowledges the hazardous nature of the work and agrees, both jointly and severally, to the following terms and conditions:

- The Volunteer Group contact person serves as spokesperson for the Volunteer Group and is the Volunteer Group's contact with ITD. Any change in contact person information will be provided to the District Adopt-A-Highway Coordinator and ITD's Volunteer Services Coordinator.
- The Volunteer Group Alternate Representative serves as spokesperson for the Volunteer Group when ITD is unable to locate the Volunteer Group contact person.
- All volunteer groups, with the exception of individual/family groups, will provide the name and daytime telephone number of the Alternate Representative.
- Participants of the Volunteer Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer for special conditions on a particular adopted section.
- Volunteer Group members shall be required to sign a release form and attend a safety meeting conducted by the Volunteer Group before participating in a litter cleanup. Every Volunteer Group shall conduct at least one safety meeting per year.
- Every Volunteer Group shall inform all participants of the possible presence of dust, exhaust fumes, plant pollens, sprays, etc. Any participant who may have allergic reactions to any of these conditions should be advised to refrain from participating in the litter cleanups.
- Participants shall not pick up syringes, needles, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine. The volunteer group contact person will notify ITD of the location of these types of items.
- Each Volunteer Group shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in litter pickup.
- The Volunteer Group shall obtain required supplies and materials from ITD during regular business hours. Supplies will be obtained by the Volunteer Group by completing an ITD-2863, Adopt-A-Highway Equipment Request Form.
- ROADSIDE LITTER PICKUP traffic control signs (48" x 48" roll-up) shall be obtained from ITD (except in adopted segment areas having drop-down traffic control signs), properly

Fig 220.4- A (contd)

- set up by the Volunteer Group prior to beginning the cleanup, and returned to ITD within one week after the cleanup has been completed.
 - Unused supplies furnished by ITD shall be returned to ITD within one week following each cleanup. At the discretion of the District Engineer, safety vests and trash bags may be checked out to the Volunteer Group for longer periods of time.
 - The Volunteer Group shall be responsible for placing litter in trash bags furnished by ITD. The bags shall be tied and placed on the roadway shoulder for pickup by ITD.
 - Persons or Volunteer Groups shall not be denied the opportunity to participate in this program because of their race, sex, color, or national origin.
 - Volunteer Groups that promote racial intolerance or harassment are not eligible to participate in this program.
 - Each Volunteer Group shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages or illegal drugs while on the adopted section.
 - When participants are younger than 18 years of age, the Volunteer Group shall furnish supervision by a minimum of one adult for every 10 participants. Participants younger than 18 years of age must have their release form signed by a parent or guardian before participating in the Adopt-A-Highway Program.
- The Volunteer Group shall pick up litter a minimum of two times a year, or more frequently if needed. Volunteer Groups will complete a Cleanup Report Card for each pickup and send the card to ITD's Volunteer Services Coordinator.
- Volunteer Groups shall adopt a section of roadway that is 2 miles long, when possible. Shorter sections may be adopted when conditions prohibit adopting 2 miles.
 - Volunteer Groups shall be required to adopt a section for two years.
- Every Volunteer Group shall have the option of renewing the Agreement subject to the approval of the District Engineer, the Volunteer Services Coordinator, and continuation of the Adopt-A-Highway Program by ITD.

ITD agrees to accomplish the following:

- ITD will erect an Adopt-A-Highway sign at each end of the adopted section. The signs will display the Volunteer Group's name or acronym as approved by ITD.
- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for the use of Volunteer Groups.
- To the extent possible, ITD will remove the filled trash bags from the roadsides the first ITD workday following the Volunteer Group's pickup.

Fig 220.4- A (Contd)

Additional terms and conditions:

The Volunteer Group acknowledges and agrees that if any actions by the Volunteer Group relative to the performance of this Agreement are determined to be contrary to any legislative restrictions or any restrictions on the use of appropriated funds for political activities or ITD policy, rules, or procedures, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to, the removal of the Adopt-A-Highway signs displaying the Volunteer Group's name or acronym.

If, in the sole judgment of ITD, it is found that the adopting Volunteer Group is not meeting the terms and conditions of this Agreement, upon 30 days' notice ITD may terminate the Agreement and remove the Adopt-A-Highway signs. This Agreement may be modified in scope or altered in any other manner at the sole discretion of ITD. ITD reserves the right to modify or cancel the Adopt-A-Highway Program at any time and for any reason at the sole discretion of ITD.

ITD and the Volunteer Group both recognize and agree that in no event shall ITD have the right to control the Volunteer Group in performing the actual details of picking up litter from the section of roadway adopted by the Volunteer Group and, in picking up litter, the Volunteer Group shall act as an independent contractor.

ITD recognizes _____
(Volunteer Group Name)

as the adopting Volunteer Group for the following roadway section:

The Volunteer Group accepts the responsibility of picking up litter on this section of highway at least two times per year and promoting a litter-free environment in the community for a period beginning _____, 20____, and ending _____, 20____.

Authorized Signature for Volunteer Group	Signature, District Engineer, Idaho Transportation Department

Fig 220.4-B

ITD 02880 (Rev. 5/01)

**IDAHO ADOPT-A-HIGHWAY PROGRAM
VOLUNTEER GROUP INFORMATION**

Volunteer Group Name: _____

Total Number of Participants: _____

Number of Participants Under Age 18: _____

Volunteer Group Type (mark one):

- ☐ A. Youth/Student (Schools, Scouting, Church, 4-H, etc.)
- ☐ B. Fraternity/Sorority/College-University
- ☐ C. Family/Individual
- ☐ D. Employee-Private or Commercial Firm
- ☐ E. Employee-Public Agency
- ☐ F. Civic (Rotary, Lions, Kiwanis, Chamber of Commerce, etc.)
- ☐ G. Fraternal (Elks, Moose, Eagles, Grange, etc.)
- ☐ H. Miscellaneous Organization/Association (Good Sams, PALS, Senior Citizens, Garden Clubs, etc.)
- ☐ I. Church
- ☐ J. Other (Specify) _____

(Friends of: Unions, Disabled, Foundations, etc.)

Figure 220.4-C

[illegible]

Fig 220.4-D

ITD 2871 (Rev. 2-03)

Volunteer Release Of Liability
Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs
(For Participants Under Age 18)



All participants under the age of eighteen (18) must have this Release form signed by their parent or guardian.

Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.

Volunteer Organization	Date
------------------------	------

I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and other volunteer activities on or near state highway right-of-way.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities on or near the state highway right-of-way.

I have attended the roadside safety training program as a prerequisite to participation in the Adopt-a-Highway and Volunteer Services Programs. (Does not apply to Rest Area Activities Program.)

Minor's Name (please print)	Minor's Address
Minor's Signature	
I certify that I am the above minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs. I further agree to abide by the stipulations set forth in the above paragraphs.	
Parent's or Guardian's Name (please print)	Parent's or Guardian's Address (if different from minor)
Parent's or Guardian's Signature	

- Volunteer group members shall be required to sign a release form before participating in a litter clean up (see [Figure 220.4-c](#))
- Participants younger than 18 years of age must have a separate release form signed by a parent or guardian before participating in the Adopt-A-Highway Program (see [Figure 220.4-D](#)).
- Volunteer group members shall be required to attend a safety meeting conducted by the volunteer group contact person before participating in a litter cleanup. Every volunteer group shall conduct at least one safety meeting per year.
- Every volunteer group shall inform all participants of the possible presence of dust, exhaust fumes, plant pollens, pesticides, hazardous materials, etc. Any participants who may have allergic reactions to any of these conditions should be advised to refrain from participating in the litter cleanups (see [Figure 220.5-A](#)).
- Participants shall not pick up syringes, needles, possible drug paraphernalia, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine. The volunteer group contact person will notify ITD of the location of these types of items (see [Figure 220.5-A](#)).
- Each volunteer group shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in litter pickup.
- The volunteer group shall obtain required supplies and materials from ITD during regular business hours. Supplies will be obtained by the volunteer group by completing an ITD 02863, Idaho Adopt-A-Highway Equipment Request (see [Figure 220.5-B](#)).
- ROADSIDE LITTER PICKUP traffic control signs (48" x 48" roll-up) shall be obtained from ITD (except in adopted segment areas having drop-down traffic control signs), properly set up by the volunteer group prior to beginning the cleanup, and returned to ITD within one week of litter pickup (see [Figure 220.5-C](#)).
- Participants shall wear ITD-supplied safety vests during the litter pickup and follow the other guidelines set forth in [Figure 220.5-D](#).
- Unused supplies furnished by ITD shall be returned to ITD within one week following each cleanup. At the discretion of the District Engineer, safety vests and trashbags may be checked out to the volunteer group for longer periods of time.

Figure 220.5-A



Safety Tips

- Have your litter pickup during daylight on fair weather days.
- Before litter pickup, review two inserts contained in your Adopt-A-Highway information packet: Traffic Control Plan for Volunteer Group Litter Pickup and Bag It, Move It, Leave It.
- Have a first-aid kit available. Put extra gloves and sunscreen in the first-aid kit.
- Wear gloves, long pants, sturdy shoes and an ITD issued safety vest.
- Headsets can interfere with your ability to hear oncoming traffic or other potential hazards and should not be worn.
- Items that might cause injury, such as axes, knives, machetes, etc., should not be carried during litter pickup.
- Don't pick up litter on the roadway, bridges, in tunnels or on overpasses. These areas are especially dangerous for pedestrians.
- Stay clear of mowing operations and maintenance or construction activities.
- Be alert for snakes, stinging insects & poison ivy. Be cautious around tall grass and old logs.
- Don't try to make room in your litterbag by jumping or pushing down on it. You could cut yourself or the bag may rip and you might end up picking the litter up



Idaho Adopt-A-Highway Equipment Request



Volunteer Group Name	Adopted Site	Starting Milepost	Ending Milepost
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Scheduled Litter Pickup Date:

Number of Items Needed: Traffic Control Signs _____ Roll Up Signs _____ Safety Vests _____ Litter Bags _____

I agree to return all items issued within 10 days, unless otherwise approved by ITD.

Name (Printed)	Date
E-Mail Address	Telephone Number

Equipment Return

Litter Pickup Date	Number of Participants	Total Hours Spent on Pickup	Number of Litter Bags Filled
Comments (Suggestions, Problems, Assistance Needed, etc.)			

ITD Use Only

District	Equipment Return Date	Forman Number	Litter Bag Pickup Date
Remarks			
ITD Signature	Title	Date	

Distribution: White Copy – District Yellow Copy – Volunteer Services Coordinator

Figure 220.5-C

TRAFFIC CONTROL PLAN FOR VOLUNTEER GROUP LITTER PICKUP

FIGURE 1

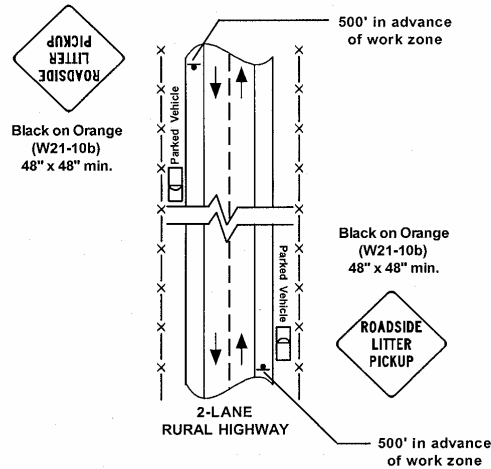
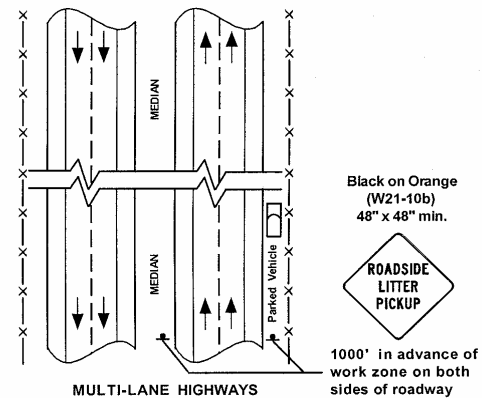
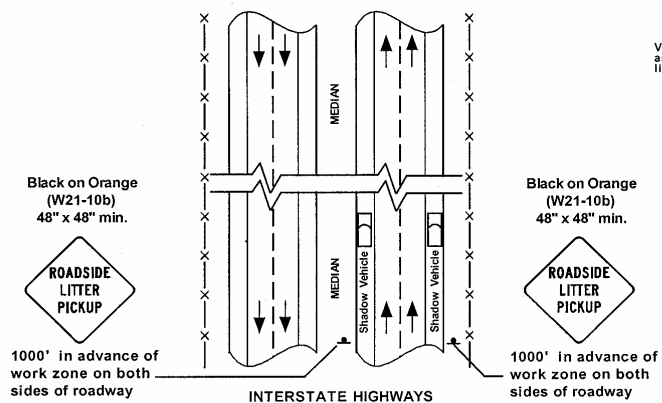


FIGURE 2



Vehicles should be parked off the roadway shoulder as near as possible to the right-of-way fence or boundary line.

FIGURE 3



Shadow vehicle should be used on outside shoulder or inside shoulder, but never both shoulders at once.

** OPTIONAL ** Signing can be added to the back of shadow vehicles for additional advance warning.

Figure 220.5D

GUIDELINES FOR LITTER PICKUP

Litter Pickup –

Two Lane Two Way Roadways -- Participants are restricted to one side of the roadway between the right-hand edge of the pavement and the right-of way fence or boundary at any one time. Litter on the pavement is **NOT** picked up by participants. Crossing back and forth over the roadway is prohibited on two-lane rural highways.

Multiple Lane Divided/Interstate -- Participants working within a median area shall be restricted to the minimum number of crossings required to gain ingress and egress from the median area. It is recommended that the transport vehicle be used to transfer the participants from working on the outside shoulder area to the median area. The transport vehicle can be used as a shadow vehicle (see definition below) to protect workers and minimize the potential for accidents.

Parking -- Volunteer groups should park their vehicles off the roadway shoulder and as near to the right-of-way fence as possible. It is recommended that a minimum number of vehicles be used to transport participants to the litter pickup area.

Safety Vests -- Participants must wear the ITD supplied safety vests during litter pickup.

Shadow Vehicle -- A vehicle used to give advance notice of work taking place through the means of either additional signing mounted on the rear of the vehicle, flashing emergency lights or a flashing rotating beacon. Shadow vehicles, when used, should be parked in advance of the work taking place or be used to follow a moving operation at a distance to give additional protection to the workers. When one large vehicle (van or bus) is used to transport the volunteers it may be parked on the shoulder closest to the litter pickup where it can act as a shadow vehicle for additional protection of the participants. This would allow parking on the inside shoulder for Median pickup or the outside shoulder for litter pickup between the shoulder and the right-of-way fence. If used as a shadow vehicle it will be required to have safety flashers or a rotating flashing beacon in operation during the litter pickup and be parked as close as possible to the outside edge of the roadway shoulder. Supplemental signing mounted on the back of the shadow vehicle may also be used to give additional advance notice to the traveling public.

Signing -- Traffic control signs should be mounted on temporary stands and placed adjacent to the edge of the shoulder.

Two Lane Two Way Roadways (Figure 1)-- Traffic control signs should be placed on both sides of the roadway where litter pickup is taking place. Signing should be at least 500 feet in advance of each end of the litter pickup section for each direction of travel. The lower edge of the sign must be mounted a minimum of one foot (1') above the roadway surface.

Multiple Lane Divided (Figures 2 and 3) -- Signing should be placed on both sides of the travel lanes a minimum of 1000 feet in advance of the litter pickup area. Signs must be mounted with the lower edge of the sign a minimum of six feet (6') above the roadway shoulder. If a shadow vehicle is used for litter pickup on Interstate roadways, consideration should be given to mounting supplemental signing on the back of the shadow vehicle that restates the "Roadside Litter Pickup" message.

- The volunteer group shall be responsible for placing litter in trash bags furnished by ITD. The bags shall not be overfilled and shall be tied. Trash bags shall be placed on the roadway shoulder and behind guardrail, when present. Trash bags shall not be placed on or under bridges. Where possible, trash bags shall be grouped in areas with good sight distance and roadway shoulder significant for safe pickup by ITD.
- No person or volunteer group shall be denied the opportunity to participate in this program because of race, sex, color, or national origin.
- No volunteer group that promotes racial intolerance or harassment is eligible to participate in this program.
- Each volunteer group shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages or illegal drugs while participating in the Adopt-A-Highway Program.
- When participants are younger than 18 years of age, the volunteer group shall furnish supervision with a minimum of one adult for every 10 participants younger than 18 years of age.
- The volunteer group shall pick up litter a minimum of two times a year, or more frequently if needed. Volunteer groups will complete a Cleanup Report Card for each pickup and send the card to ITD's Volunteer Services Coordinator.
- Volunteer groups shall adopt a section of roadway that is 2 miles long, when possible. Shorter sections may be adopted when conditions prohibit adopting 2 miles.
- Volunteer groups shall be required to adopt a section for two years.
- Every volunteer group shall have the option of renewing the Adopt-A-Highway Agreement subject to the approval of the District Engineer, the Volunteer Services Coordinator, and continuation of the Adopt-A-Highway Program by ITD.

The responsibilities of ITD are:

- ITD will place an Adopt-A-Highway sign (see [Figure 220.5-E](#)) at each end of the adopted section. The sign will display the volunteer group's name or acronym as approved by ITD.
- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for the use of volunteer groups.
- To the extent possible, ITD will remove the filled trash bags from the roadsides the first ITD workday following the volunteer group's pickup.

Figure 220.5-E
SIGN EXAMPLE AND MEASUREMENTS



*Volunteer groups' names or acronyms should be limited to two lines in length, if possible. Names or acronyms requiring three lines must be approved by the District Adopt-A-Highway Coordinator.

220.6 General Limiting Conditions and Eligibility

Because of administrative, legislative, and financial constraints, the Adopt-A-Highway Program shall be subject to each of the following:

- The Adopt-A-Highway Program may, at any time and for any reason, be modified in scope or altered in any other manner at the sole discretion of ITD.
- ITD may consider such factors as width of right-of-way, geometrics, congestion, and reduced sight distance of roadways in determining what highways shall be eligible for adoption.
- ITD will not approve applications for highway sections that fall within the incorporated city limits without concurrence by the appropriate city governing body.
- If any actions are determined to be contrary to any of the provisions of [Section 220.5](#), or to any legislative restrictions or any restrictions on the use of appropriated funds for political activities, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to, the removal of the Adopt-A-Highway signs displaying the volunteer group's name or acronym.
- Adopt-A-Highway signs should be installed for adopted sections as soon as possible.
- Adopt-A-Highway signs shall be 3' 0" by 3' 0" and shall be the standard format established by ITD (see [Figure 220.5-E](#)).
- Adopt-A-Highway signs should remain in good repair as long as a section is actively adopted.
- When a section is no longer adopted, the adopting group's sign shall be removed as soon as practicable and should be replaced with the "to adopt this roadside section call 1-800-443-2878" sign for at least one year or until normal deterioration warrants removal. If no further interest is shown for adopting the section after this interim period, the sign should be removed.
- Annually, at the request of the Volunteer Services Coordinator, each District Adopt-A-Highway Coordinator will select one or two deserving volunteer groups as outstanding group(s) of the year. As recognition, 36" by 18" signs displaying "Outstanding Group of the Year" will be erected under the volunteer group's Adopt-A-Highway signs. The following year, the "Outstanding Group of the Year" signs will be removed and erected to recognize subsequent outstanding groups.

220.7 Modification/Renewal of the Agreement

The Adopt-A-Highway agreement may be modified in scope or altered in any other manner at the sole discretion of ITD. The volunteer group shall have the option of

renewing the agreement subject to the approval of the District Engineer and the continuation by ITD of the Adopt-A-Highway Program.

220.8 Termination of the Program

ITD may terminate the agreement and remove the signs upon 30 days' notice, if in its sole judgment it finds and determines that the volunteer group is not meeting the terms and conditions of the agreement. The Adopt-A-Highway Program may at any time and for any reason be terminated at the sole discretion of ITD.

220.9 Administration of the Adopt-A-Highway Program

Statewide coordination of the program will be provided by the Volunteer Services Coordinator within ITD's headquarters Maintenance Section.

The Volunteer Services Coordinator will:

- Administer program policies and procedures.
- Review program status, needs, and innovations.
- Monitor the performance of volunteer groups to ensure compliance with the terms of the agreement.
- Maintain the Adopt-A-Highway database.

The program will be administered and promoted in the districts by the District Engineers, who will provide staff to serve as coordinators for the program.

The District Adopt-A-Highway Coordinator will:

- Furnish and review the volunteer groups' applications for participation in the program.
- Coordinate proper execution and return of agreements and release forms. The release forms will be kept on file at the district office (see [Figures 220.4-C and 220.4-D](#)).
- Provide the Volunteer Services Coordinator with copies of the following forms upon application approval:
 - The complete and approved application (ITD 02869) (see [Figure 220.3](#)).
 - Volunteer group information (ITD 02880) (see [Figure 220.4-B](#)).
 - The completed agreement (ITD 02868) (see [Figure 220.4-A](#)).
- Provide the volunteer groups with the appropriate material for initial safety training.

- Coordinate arrangements for furnishing volunteer groups with ITD-approved safety vests, trashbags, and traffic control signs.
- Coordinate the placement of Adopt-A-Highway signs displaying the volunteer group's name or acronym at each end of the adopted segment:
 - Adopt-A-Highway signs should be placed to have maximum practical lateral clearance from the traveled way for the safety of motorists.
 - Where the right-of-way and terrain permit, Adopt-A-Highway signs should be placed behind the normal line of highway signs. The face of the Adopt-A-Highway signs should be placed perpendicular to the roadway.
 - If the boundary of an adopted section falls at a road intersection, care should be given to place the Adopt-A-Highway signs so they will not obstruct the sight distance at the intersection.
- Provide information, clarification, and appropriate assistance to the volunteer group contact person.
- Oversee the general performance of each district volunteer group to ensure compliance with the terms of the agreement.
- Select outstanding volunteer groups for recognition.
- Resolve issues, complaints, concerns, etc., regarding the program.

The District Adopt-A-Highway Coordinator may, with approval of the District Engineer, delegate some of the above responsibilities to the Maintenance Foreman. Coordinators will communicate and consult with the Maintenance Foremen when their coordinators' duties involve Maintenance activities in order to provide for effective, efficient administration of the program.

The Maintenance Foreman will:

- To the extent possible, remove the filled trashbags and litter from the roadsides the first ITD workday following the volunteer group's pickup.
- Provide volunteer groups with convenient access to safety vests, trashbags, and traffic control signs.
- Notify the Volunteer Services Coordinator when adopted segments are not being picked up by the volunteer groups as outlined in the agreement.

221.0 VOLUNTEER SERVICES PROGRAM

Through the Volunteer Services Program, volunteer groups or volunteer individuals have the opportunity to engage in ITD-approved activities, as provided for in [Administrative Policy A-05-27](#) and [Board Policy B-05-27](#) – Volunteer Activities.

221.1 Definitions

Volunteer Services Program – ITD's program that utilizes volunteer groups or volunteer individuals to engage in ITD-approved activities not associated with the Adopt-A-Highway Program.

Volunteer Group – Members or employees of civic or nonprofit organizations and commercial or private enterprises engaging in ITD-approved activities without receiving monetary compensation.

Volunteer Individual – An individual who gives time and talent engaging in ITD-approved activities, yet receives no salary, wages or compensation from ITD.

Volunteer Group Contact Person – Individual who serves as the spokesperson for the volunteer group and is the volunteer group's contact with ITD.

District – One of the six districts of ITD.

Board – The Idaho Transportation Board.

ITD – The Idaho Transportation Department.

Director – The Director of the Idaho Transportation Department.

District Engineer – The chief executive officer in charge of a district of ITD.

Volunteer Services Coordinator – ITD's employee having responsibility for the statewide coordination of the Volunteer Services Program reporting to the headquarters Maintenance Section.

District Adopt-A-Highway Coordinator – The district employee having responsibility for the district coordination of the Volunteer Services Program reporting to the District Engineer.

221.2 Participation in the Volunteer Services Program

Members or employees of civic or nonprofit organizations and commercial or private enterprises may, upon approval of ITD, participate in the Volunteer Services Program, as provided for in [Administrative Policy A-05-27](#) and [Board Policy B-05-27](#) – Volunteer Activities.

No person or group shall be denied the opportunity to participate in this program because of race, sex, color, national origin, or disability.

No group, organization, or individual promoting racial intolerance or harassment is eligible to participate in this program.

221.3 Volunteer Services Program Application

The volunteer group's contact person or the individual submits an [ITD 02722](#), Idaho Volunteer Services Program Application, to the Volunteer Services Coordinator (see [Figure 221.3](#)).

The application shall be in the form prescribed by the Director, administered by the Volunteer Services Coordinator, and contain the following information:

- The volunteer group's or individual's name.
- For volunteer groups: The name, telephone number, mailing address, and signature of the volunteer group's contact person and the approximate number of volunteers who will be participating in the approved activity.
- For volunteer individuals: The name, telephone number, mailing address, and signature of the volunteer individual.
- The location or description of where the volunteer service will be performed.
- The type of volunteer service to be performed.
- The date(s) the volunteer service will be performed.

221.4 Volunteer Services Program Agreement

If the application is approved by the District Engineer or the headquarters supervisor responsible for the area in which the volunteer service will be performed, the volunteer group's contact person or the volunteer individual shall complete an [ITD 02721](#), Idaho Volunteer Services Program Agreement Terms and Conditions, for participation in the Volunteer Services Program (see [Figure 221.4](#)).

The agreement shall be in the form prescribed by the Director, administered by the Volunteer Services Coordinator, and contain the following:

- An acknowledgment by the volunteer group or volunteer individual of the potential hazardous nature of the work involved in participating in the Volunteer Services Program.
- An acknowledgment that the members of the volunteer group or volunteer individual agree jointly and severally to be bound by and comply with the terms and conditions set forth in the agreement.
- A list of the respective responsibilities of the volunteer group or volunteer individual and ITD, as outlined in [Section 221.5](#).

Figure 221.3

ITD 02722 (Rev. 5/01)

IDAHO VOLUNTEER SERVICES PROGRAM APPLICATION



Volunteer service is creditable work experience and through the Volunteer Services Program, volunteer groups and individuals give their time and talent engaging in Idaho Transportation Department-approved activities not associated with the Adopt-A-Highway Program. Volunteers receive no wages or benefits and are not considered state employees for any purpose other than tort claims and injury compensation.

VOLUNTEER GROUPS			
Group Name			Number of Volunteers
Contact Person			Day Phone Number
Mailing Address			Contact Person Signature
City	State	Zip	Date

VOLUNTEER INDIVIDUALS			
Name			Day Phone Number
Mailing Address			Signature
City	State	Zip	Date

LOCATION OF SERVICE			

Figure 221.3 (Contd)

ITD 02722 (Rev. 5/01)
Reverse Side

TYPE OF SERVICE	
Please mark all options that apply:	
<input type="checkbox"/>	Litter Pickup
<input type="checkbox"/>	Wildflower Planting/Maintenance
<input type="checkbox"/>	Graffiti Removal
<input type="checkbox"/>	Landscape Planting/Maintenance
<input type="checkbox"/>	State Highway Right-of-Way Beautification
<input type="checkbox"/>	Clerical
<input type="checkbox"/>	Yard/Building Maintenance
<input type="checkbox"/>	Other _____

DATE(S) OF SERVICE

Upon completion, mail the application to:

Volunteer Services Coordinator
Idaho Transportation Department
PO Box 7129
Boise ID 83707-1129

Figure 221.4

ITD 02721 (Rev. 5/01)

**IDAHO VOLUNTEER SERVICES PROGRAM
AGREEMENT TERMS AND CONDITIONS**

The Idaho Transportation Department, hereinafter called ITD, and _____,

hereinafter called Volunteers (whether a volunteer group or volunteer individual), recognize the need and desirability of using volunteers for ITD-approved activities not associated with the Adopt-A-Highway Program and enter into this Agreement.

By signature below, the Volunteers, both jointly and severally, agree to the following terms and conditions:

GENERAL INFORMATION

- Volunteers act as an independent contractor when participating in the Volunteer Services Program.
- Volunteers agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer or headquarters supervisor.
- Volunteers shall be required to sign a release form before participating in the Volunteer Services Program. Release forms will be provided to Volunteers after application approval.
- Volunteers younger than 18 years of age must have a separate release form signed by a parent or guardian before participating in any Volunteer Services Program activity. Release forms will be provided to Volunteers after application approval.
- No Volunteers shall be denied the opportunity to participate in this program because of race, sex, color, national origin, or disability.
- No Volunteers that promote racial intolerance or harassment is eligible to participate in this program.
- Volunteers are prohibited from either possessing or consuming alcoholic beverages or illegal drugs while participating in the Volunteer Services Program.
- When Volunteers are younger than 18 years of age, the volunteer group shall furnish supervision with a minimum of one adult for every 10 participants.
- Volunteers required to operate ITD vehicles as part of their volunteer duties shall obtain an ITD-2033, Driver Permit, by completing an ITD-1211, Supervisor's Authorization for an ITD Driving Permit (including Vehicle Operation Guidelines). Volunteers shall be subject to the same rules and regulations as ITD employees when operating ITD vehicles. The Employee Safety/Risk Management Section shall process and issue the Driver Permit.

ROADSIDE SERVICE

- Volunteers shall be required to attend a safety meeting. For volunteer groups, the contact person shall conduct the meeting. Volunteers not part of a group shall obtain and view a safety video from the District Adopt-A-Highway Coordinator before participating in the program.
- All Volunteers should be aware of the possible presence of dust, exhaust fumes, plant pollens, pesticides, hazardous materials, etc., on roadsides and shall not pick up syringes, needles, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine.

Figure 221.4 (Contd)

ITD 02721 (Rev. 5/01)

- Volunteers shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in the roadside activity.
- Traffic control signs shall be used for roadside activities. Signs shall be obtained from ITD and properly set up prior to any roadside activity.
- Volunteers shall wear ITD-supplied safety vests during roadside activities. Volunteers picking up litter shall be responsible for placing litter in trash bags furnished by ITD. The bags shall be tied and placed on the roadway shoulder for pickup by ITD.
- Supplies and materials shall be obtained from ITD during regular business hours and returned to ITD within one week following the roadside activity.

RESPONSIBILITIES OF ITD

- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for the use of Volunteers participating in roadside activities.
- To the extent possible, ITD will remove filled trash bags from the roadsides the first ITD workday following the litter pickup.
- ITD will provide wildflower seed and site marking flags for pre-approved participation in Operation Wildflower.
- ITD will supply materials required for effective graffiti removal.

 Location of Service

 Type of Service

 Date(s) of Service

 Authorized Volunteer Signature

 District Engineer or Headquarters Supervisor
Signature
TERMINATION OF VOLUNTEER SERVICES AGREEMENT

 Termination Date

 Signature of ITD Supervisor

 Number of Volunteers

 Total Hours Volunteered

221.5 Responsibilities of Volunteer Groups or Volunteer Individuals and ITD

Volunteer groups or volunteer individuals participating in the Volunteer Services Program are subject to the following general requirements and responsibilities:

- Each volunteer group or volunteer individual acts as an independent contractor when participating in the Volunteer Services Program.
- Participants agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer or headquarters supervisor.
- Volunteers shall be required to sign a release form before participating in the Volunteer Services Program. Release forms will be provided to the volunteer group's contact person or volunteer individual along with appropriate safety information after application approval (see [Figure 220.4-C](#) in the previous section).
- Participants younger than 18 years of age must have a separate release form signed by a parent or guardian before participating in any Volunteer Services Program activity. Release forms will be provided to the volunteer group's contact person or volunteer individual along with appropriate safety information after application approval (see [Figure 220.4-D](#) in the previous section).
- No person or group shall be denied the opportunity to participate in this program because of race, sex, color, national origin, or disability.
- No group or individual that promotes racial intolerance or harassment is eligible to participate in this program.
- Participants are prohibited from either possessing or consuming alcoholic beverages or illegal drugs while participating in the Volunteer Services Program.
- Participants shall not pick up syringes, needles, possible drug paraphernalia, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine. The volunteer group contact person or volunteer individual will notify ITD of the location of these types of items.
- When participants of a volunteer group are younger than 18 years of age, the volunteer group shall furnish supervision with a minimum of one adult for every 10 participants.
- Volunteers required to operate ITD vehicles as part of their volunteer duties shall obtain an [ITD-2033](#), Driver Permit, by completing an [ITD-1211](#), Supervisor's Authorization for an ITD Driving Permit. Volunteers shall be subject to the same rules and regulations as ITD employees when operating ITD vehicles. The

Employee Safety/Risk Management Section shall process applications and issue the Drivers' Permits.

In addition, volunteer groups or volunteer individuals participating in the Volunteer Services Program are subject to the following roadside service requirements and responsibilities:

- Each volunteer shall be required to attend a safety meeting. For volunteer groups, the meeting shall be conducted by the group's contact person. Volunteer individuals who are not part of a volunteer group shall obtain and view a safety video from the District Adopt-A-Highway Coordinator or Volunteer Services Coordinator before participating in the program.
- All participants should be aware of the possible presence of dust, exhaust fumes, plant pollens, pesticides, hazardous materials, etc., on roadsides. Any participant who may have allergic reactions to any of these conditions should refrain from the roadside activity.
- Each volunteer group shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in the roadside activity.
- Traffic control signs shall be used for roadside activities. Signs shall be obtained from ITD and properly set up prior to any roadside activity.
- Participants shall wear ITD-supplied safety vests during roadside activities.
- The volunteer group shall be responsible for placing litter in trash bags furnished by ITD. The bags shall not be overfilled and shall be tied. Trash bags shall be placed on the roadway shoulder and behind guardrail, when present. Trash bags shall not be placed on or under bridges. Where possible, trash bags shall be grouped in areas with good sight distance and roadway shoulder significant for safe pickup by ITD.
- Supplies and materials shall be obtained from ITD during regular business hours and returned to ITD within one week following the roadside activity.

The responsibilities of ITD are:

- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for use by volunteers participating in roadside activities.
- To the extent possible, ITD will remove filled trash bags from the roadsides the first ITD workday following the litter pickup.
- ITD will supply materials required for effective ITD-approved graffiti removal.
- ITD will furnish wildflower seed for ITD-approved seeding sites.

221.6 General Limiting Conditions and Eligibility

Because of administrative, legislative and financial constraints, the Volunteer Services Program shall be subject to each of the following:

- The Volunteer Services Program may, at any time and for any reason, be modified in scope or altered in any other manner at the sole discretion of ITD.
- ITD may consider such factors as width of right-of-way, geometrics, congestion, and reduced sight distance of roadways in determining what locations shall be eligible for volunteer activities.
- ITD will not approve applications for locations that are not state right-of-way.

221.7 Termination of the Program

The Volunteer Services Program may at any time and for any reason be terminated at the sole discretion of ITD.

221.8 Administration of the Volunteer Services Program

Statewide coordination, administration, and implementation of the program will be provided by the Volunteer Services Coordinator within ITD's headquarters Maintenance Section.

The Volunteer Services Coordinator will:

- Administer program policies and procedures.
- Review applications and forward them to the appropriate district, division, or section.
- Maintain a file of the number of volunteers utilized, the total number of work hours donated to ITD by calendar year, the location of the services provided, and the types of service provided. Statistics for the file will be provided by January 15 of each year to the Volunteer Services Coordinator by each division, district, and section that has utilized volunteer services.

The program will be administered and promoted in the districts by the District Engineers who will provide staff to serve as coordinators for the program – most often, the District Adopt-A-Highway Coordinator. The program will be administered and promoted in headquarters divisions and sections by the Volunteer Services Coordinator.

The District Adopt-A-Highway/Volunteer Services Coordinator will:

- Review the volunteer group's or volunteer individual's application ([ITD 02722](#)) for participation in the program.
- Ensure that the volunteer group or volunteer individual has completed an [ITD 02721](#), Idaho Volunteer Services Program Agreement Terms and Conditions.
- Provide the Volunteer Services Coordinator with copies of the following forms:
 - The completed and approved application ([ITD 02722](#)) (see [Figure 221.3](#)).
 - The completed agreement ([ITD 02721](#)) after the Termination of Volunteer Services Agreement statement has been filled in on the reverse side (see [Figure 221.4](#)).
- Provide volunteer groups or volunteer individuals with the appropriate material for safety training.
- Coordinate arrangements for furnishing volunteer groups or volunteer individual completing roadside services with ITD-approved safety vests, trash bags, and traffic control signs.
- Provide information, clarification, and appropriate assistance to the volunteer group's contact person or volunteer individual.
- Resolve issues, complaints, concerns, etc., regarding the program.

222.0 LITTER PICKUP IN ISOLATED AREAS

Litter pickup in isolated areas on state highways is taken care of through the district and includes disposal of dead animals.

222.1 Disposal of Dead Non-Game Animals

Where ownership can be determined by brand, tag or other marking, contact the owner for removal. Local law enforcement personnel are usually helpful in determining the animal's ownership.

Where no ownership can be determined, take the carcass to an approved disposal area and bury it. In areas where private companies make a business of collecting dead animals, inform them of the location of the carcass.

222.2 Disposal of Dead Game Animals

Contact the District Maintenance Engineer/Superintendent for instructions on removing dead game animals.

223.0 OPERATION WILDFLOWER PROGRAM

Through the Operation Wildflower Program, Adopt-A-Highway volunteer groups have the opportunity to participate in ITD-approved wildflower planting on their adopted sections, as provided for in [Administrative Policy A-05-27](#) and [Board Policy B-05-27](#) – Volunteer Activities.

223.1 Definitions

Operation Wildflower – ITD's program that promotes wildflower growth along district-approved state highway right-of-way by Adopt-A-Highway volunteer groups on their adopted sections.

Volunteer Group – Members or employees of civic or nonprofit organizations and commercial or private enterprises participating in the Adopt-A-Highway Program.

Volunteer Group Contact Person – Individual who serves as spokesperson for the Adopt-A-Highway volunteer group and is the group's contact with ITD.

District – One of the six districts of ITD having the responsibility of administering their area's Operation Wildflower Program, as outlined in the following sections.

Adopted Section – Section of the state highway right-of-way approved by the District Engineer for adoption by the volunteer group participating in the Adopt-A-Highway Program. Operation Wildflower Program seeding by the volunteer group is limited to their adopted section.

Board – The Idaho Transportation Board.

ITD – The Idaho Transportation Department.

Director – The Director of the Idaho Transportation Department.

District Engineer – The chief executive officer in charge of an ITD district.

Volunteer Services Coordinator – ITD's employee having responsibility for the statewide administration, implementation, and coordination of the Operation Wildflower Program reporting to the headquarters Maintenance Section.

District Adopt-A-Highway Coordinator – The district employee having responsibility for the district administration of the Operation Wildflower Program. The district coordination of the program is shared with the District Roadside Vegetation Foreman, who both report to the District Engineer.

District Roadside Vegetation Foreman – The district employee having responsibility for approving seeding sites and determining the appropriate species for the approved sites. The district coordination of the Operation Wildflower Program is shared with the District Adopt-A-Highway Coordinator, who both report to the District Engineer.

223.2 Operation Wildflower Application

The volunteer group's contact person submits an ITD 02831, Idaho Operation Wildflower Application, to the District Adopt-A-Highway Coordinator (see [Figure 223.2](#)).

The application shall be in the form prescribed by the Director, administered by the Volunteer Services Coordinator, and contain the following information:

- The volunteer group's name.
- The name, mailing address, and telephone number of the group's contact person.
- The route and milepost of the group's adopted section.

223.3 Administration of the Operation Wildflower Program

Statewide coordination of the program will be provided by the Volunteer Services Coordinator within ITD's headquarters Maintenance Section.

The Volunteer Services Coordinator will:

- Administer the Operation Wildflower Program policies and procedures.
- Review the Operation Wildflower Program status, needs, and innovations.
- Maintain a file of the volunteer groups participating in the Operation Wildflower Program.



The Operation Wildflower Program will be administered and promoted in the districts by the District Engineers who will provide staff to serve as coordinators for the program – the District Adopt-A-Highway Coordinator.

The District Adopt-A-Highway Coordinator will:

- Furnish and review the volunteer group's application ([ITD 02831](#)) for participation in the Operation Wildflower Program.
- Coordinate proper execution and return of the Acceptance Form Letter (see [Figure 223.3-A](#)) or Denial Form Letter (see [Figure 223.3-B](#)) to the group's contact person.
- Provide the Volunteer Services Coordinator with copies of the completed and approved application ([ITD 02831](#)) (see [Figure 223.2](#)).

Figure 223.2

ITD 02831 (Rev. 5/01)



**IDAHO ADOPT-A-HIGHWAY
OPERATION WILDFLOWER APPLICATION**

PLEASE TYPE OR PRINT

Application Year _____

Adopt-A-Highway Volunteer Group _____

Contact Person _____

Address _____

City State Zip

Day Phone _____

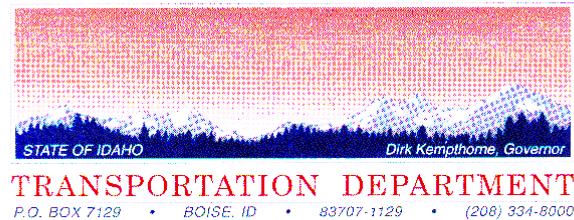
Number of Miles Adopted _____

Route # _____ Beginning Mile Post _____ Ending Mile Post _____

DISTRICT USE ONLY

☐ APPROVED ☐ NOT APPROVED

Figure 223.3-A
ACCEPTANCE FORM LETTER



Operation Wildflower

Dear Participant:

Welcome to Operation Wildflower and the Idaho Transportation Department's (ITD) increased effort to add color and plant diversity to Idaho's state highway system.

As a volunteer group through the Adopt-A-Highway program and one that takes pride and plays an extremely important role in keeping Idaho's highways and byways clean we hope that by adding a few wildflowers to your section of roadside we will improve a very successful program. Not only that, but by adding your green thumb to this new program you are assisting and enhancing ITD's goals and policy of having some form of desirable vegetation growing on Idaho's roadsides.

In order for you or your group to be successful in planting wildflowers please refer to the attached information.

1. Application with District comments.
2. Recommended site selection and planting instructions.

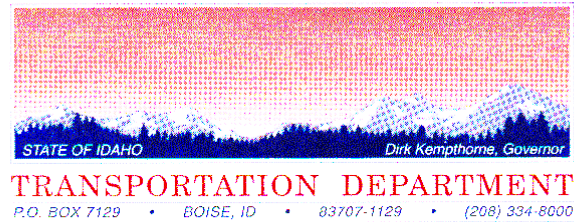
If you need additional information, contact the ITD District Adopt-A-Highway Coordinator. Other resources in your area might be University of Idaho County Extension Agents, Master Gardeners or members of local Idaho Garden Clubs.

District Adopt-A-Highway Coordinator

Date

- An Equal Opportunity Employer -

Figure 223.3-B
DENIAL FORM LETTER



Operation Wildflower

Dear Interested Participant:

Recently, you or your Adopt-A-Highway group indicated interest in participating in Operation Wildflower on your adopted section of highway.

We regret to have to inform you that the Idaho Transportation Department (ITD) cannot participate with you at this time because of the following reasons.

ITD appreciates very much your interest and desire to add a touch of color and contrast to your section of adopted highway but we all want wildflower seeding to succeed and survive.

District Adopt-A-Highway Coordinator

Date

- An Equal Opportunity Employer -

- Coordinate arrangements for furnishing the volunteer groups with:
 - ITD-approved safety vests
 - Traffic control signs
 - Wildflower seeds
 - Planting instructions
 - The appropriate number of marker flags to identify the seeding sites

The District Roadside Vegetation Foreman will:

- Review the volunteer group's application ([ITD 02831](#)) for participation in the Operation Wildflower Program.
- Determine whether the Adopt-A-Highway section, or parts of the section, qualifies for wildflower planting.
- Determine the appropriate species of wildflowers for the approved site.

223.4 General Limiting Conditions and Eligibility

Because of administrative, legislative and financial constraints, the Operation Wildflower Program shall be subject to each of the following:

- The Operation Wildflower Program may at any time and for any reason be modified in scope or altered in any other manner at the sole discretion of ITD.
- Eligibility for the Operation Wildflower Program is limited to the volunteer group's section of highway right-of-way adopted for litter pickups. At times, only partial sections may be approved for wildflower seeding.
- Only ITD-furnished seed will be allowed for planting.
- Only wildflower seed known to be adaptable to the adopted section will be furnished for planting.

223.5 Termination of the Program

The Operation Wildflower Program may at any time and for any reason be terminated at the sole discretion of ITD.

230.0 REST AREAS

Safety Rest Areas on the state highway system are established for the purpose of providing travelers with the opportunity for rest and relief from the fatigue of travel.

Rest areas should always be neat, clean, sanitary, secure, easily accessible, and should be constructed and maintained to make a favorable impression about the state of Idaho and the Department.

Rest areas receiving high usage should be kept open at all times. Those rest areas in areas of high snow fall or low usage may be closed during the winter months.

For planning and maintenance purposes, department roadside rest areas shall be classified as to level of service provided to the traveling public and to maintenance requirements.

Basic Plus: Basic Plus rest areas are appropriate for medium volume state highways where high seasonal (June, July, August) traffic averages more than 1,500 vehicles per day during summer months, but the annual traffic rate does not average more than 1,500 vehicles per day. Basic Plus safety rest areas provide basic human needs plus other amenities such as potable water, flush toilets, and picnic tables.

Deluxe: Deluxe rest areas are appropriate for high volume state or interstate highways where traffic averages more than 1,500 vehicles per day. Deluxe safety rest areas provide full service facilities and are operated exclusively by the Department.

Gateway: Gateway rest areas are located at important tourist entrances into the state. Gateway safety rest areas include all the amenities of a Deluxe rest area and provide adequate space for a staffed visitor information center.

The Department maintains only rest areas that are classified as Basic Plus, Deluxe or Gateway. Unless otherwise authorized by the Chief Engineer/State Highway Administrator or the Director, Deluxe and Gateway safety rest area(s) should include a resident caretaker who is responsible for daily maintenance activities and protection of the Department's investment.

It is expected that new rest areas in the "Basic Plus" categories may be funded and maintained through cooperative agreements with other governmental agencies, such as the U.S. Forest Service or Bureau of Land Management. Joint funding and participation with other government or private agencies may require special consideration for maintenance and management purposes of a roadside rest area. Duties and responsibilities should be defined in the cooperative agreements. It is recommended that in any joint participation the Department limit its involvement in maintenance activities to parking lots, exits and entrances. Maintenance by ITD of restrooms or grounds should be in the form of annual financial assistance.

Refer to the rest area map ([Figure 230](#)), [Board Policy B-05-14](#), and [Administrative Policy A-05-14](#) for additional information.

231.0 REST AREA MAINTENANCE

All roadside rest area maintenance, using either state forces or outside vendors, shall be reported to either activity code M411 (Building Maintenance, Operations and Building Equipment Maintenance) or M412 (Yard Maintenance).

All construction, reconstruction and rehabilitation work shall be scheduled through normal project development procedures and shall report to M621 Building and Storage Facilities-Reconstruction, Major Modification, Remodels and Improvements.

Refer to the [MOP Manual](#) for more detailed information on these activity codes and a list of building and yard numbers. When using this activity code, include the building or yard location number on all documents.

231.1 State Forces Maintenance and Repairs

Maintenance and repairs using state forces may include, but not be limited to, landscaping, masonry, plumbing, electrical, carpentry, painting, parking lot and road snow removal, weed control and pavement upkeep. Repairs and maintenance should be accomplished promptly and the quality of the work should meet the high standards of the associated trades. It should also match or complement existing finishes and reflect favorable credit to the Department. Maintenance and repairs, such as plumbing, may require that a licensed outside vendor be used.

All Maintenance personnel shall be aware of the safety precautions noted in the [Safety/Loss Control Manual, Section 2.3](#), Exposure and Infection Control, and are required to meet all OSHA requirements and standards to fulfill the level of protection for the potential exposure. Necessary personal protective equipment will be provided at no cost by ITD and be readily accessible and available in appropriate sizes. If contact with potentially infectious materials can be reasonably anticipated, ITD will provide training, testing, information, and vaccinations as appropriate for the potential exposure.



REST AREA DESIGN & LOCATION**Figure 231**

BASIC PLUS – a public roadside facility that is located in areas directly accessible to a low or medium volume on State or US highways. A BASIC PLUS safety rest area will provide the basic human needs to the traveling public plus furnish other amenities such as potable water, flush toilets, and picnic tables.

DELUXE – a public roadside facility that is located in areas directly accessible to a medium or high volume on State, US or interstate highways. A DELUXE rest area will include all of the amenities of a BASIC PLUS safety rest area plus vending machines, designated pet areas and traveler information.

GATEWAY – a public roadside facility that is located in areas directly accessible to a medium or high volume state, US or interstate highway and at an important tourist entrance into the state. A GATEWAY safety rest area would include all of the amenities of a DELUXE safety rest area plus adequate space for a staffed visitor information center.

PROPOSED NEW REST AREAS

MAP				APPROXIMATE	ADT
NO.	REST AREA LOCATION	DISTRICT	ROUTE	Mile Post	2002

BASIC PLUS

3	Marsing to Bruneau	3	SH-78	38	400
4	Nevada Line to Bruneau	3	SH-51	28	340
5	Idaho City to Stanley	3	SH-21	73	570
12	Boise to Lowman	3	SH-21	39	960
13	Mt. Home to Jct. SH-75	4	US-20	137	1,700
15	Camas Prairie	2	US-95	252	2,900

DELUXE

24	Round Valley Rest Area	3	US-55	102	2,900
25	Sage Junction	6	SH-33	58	2,000

GATEWAY

21	Hollister Area	4	US-93	26	4,400
23	Jct. US-95/SH-55 (Marsing)	3	US-95	26	2,100

REST AREA REHABILITATION (Expansion)

PROJECTED				APPROXIMATE	ADT
FY	REST AREA LOCATION	DISTRICT	ROUTE	M.P.	2002

BASIC PLUS

2006	Sheep Creek	2	US-95	189	2,300
2008	Mineral Mountain	2	US-95	371	2,200
*2008	Cotterell EB	4	I-84	229	6,500
*2008	US-93/Jerome WB	4	I-84	171	22,000
2009	Midvale	3	US-95	101	2,900
2010	Lenore	2	US-12	28	3,800

DELUXE

2007	Clark Hill	6	US-26	357	3,400
2020	Juniper	4	I-84	269	6,500

GATEWAY

2008	Snake River View	3	I-84	1	15,500
2015	Cherry Creek	5	I-15	7	8,600

REST AREA RECONSTRUCTION

PROJECTED				APPROXIMATE	ADT
FY	REST AREA LOCATION	DISTRICT	ROUTE	M.P.	2002

BASIC PLUS

2004	Bliss EB & WB (Upgrade to Deluxe)	4	I-84	133	13,000
2004	Inkom (Upgrade to Deluxe)	5	I-15	59	15,500
*2005	Dubois NB (Upgrade Design to Gateway)	6	I-15	167	2,900
*2005	Big Lost River (Upgrade to Deluxe)	6	US-20/26	265	1,600
2009	Blacks Creek (Upgrade to Deluxe)	3	I-84	62	21,000
2011	Timmerman (Upgrade to Deluxe)	4	US-20	178	1,700
2014	Malad Summit (Upgrade to Deluxe)	5	I-15	25	7,700
2015	Hagerman (Upgrade to Deluxe)	4	US-30	184	2,100

DELUXE

2021	Coldwater	5	I-86	19	6,400
2021	Massacre Rocks	5	I-86	31	6,400
2021	North Blackfoot/Lava Beds	5	I-15	101	18,000

GATEWAY

2009	Huetter	1	I-90	8	47,000
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* Indicates a lapse in time for projected rehabilitation or reconstruction activities. Rest Area(s) may be moved ahead of schedule or moved to reconstruction due to inadequate facilities.

231.2 Contract Maintenance and Repairs

Maintenance and repairs using outside vendors shall include, but not be limited to, contract maintenance, mechanical repairs, pest control, trash pickup, septic tank pumping, replacing/repairing hardware or plumbing fixtures, rest area security, and utility bills. Plumbing, electrical, and/or heating/air conditioning repair or servicing may require, by [Idaho Code](#), a licensed journeyman in the respective trade.

Maintenance and repairs should be accomplished promptly and the quality of the work should meet the high standards of the associated trades. It should also match or complement existing finishes and reflect favorable credit to the Department. Refer to the section on Building and Yard Operations in the [Financial Accounting Manual](#) for information on expenditures to outside vendors.

231.3 Contract Maintenance and Operation

Routine maintenance and operation of roadside rest areas contracted to outside vendors will be advertised and awarded by the Headquarters Supply Services Section using their standard procedures. A notice of letting will be issued to all registered vendors in the rest area maintenance category with specification and bid documents available through Supply Services. Advertisement will be for a minimum of two (2) weeks and the right is reserved with proper documentation and due process to reject any or all proposals, or to accept the proposal or proposals deemed best for the state of Idaho. Bid, performance, and payment bonds will be required on all rest area maintenance contracts. Contracts are awarded for two (2) years, with the option to renew for two (2) additional years, when agreed in writing by both parties.

The District office will be responsible for preparing and compiling the maintenance contract specifications. Such specifications shall include:

1. Proposal Guidelines and Scope of Work (description of the Department's requirements and expectations)
2. Exhibit I [map(s) of rest area(s) location]
Exhibit II (daily log)
Exhibit III (inspection report and maintenance checklist)
Exhibit IV (maintenance schedule)
Exhibit V (maintenance and repairs)
3. The following statement shall be included in all Rest Area Maintenance contracts:

"The Contractor shall provide at no cost to their employees training, testing, information, vaccination (if requested), and appropriate personal protective equipment in all matters relating to the human health hazards due to exposure or contact with blood-borne pathogens or diseases. The Contractor shall meet all current federal (OSHA) requirements to protect their employees from this exposure."

All specifications and provisions shall be transmitted to Headquarters Maintenance for review and Supply Services submittal.

Copies of standard maintenance contracts are available at the Headquarters Maintenance Section.

Appropriate modifications and revisions of the standard contract may be made for considerations or situations that may be unique for a district or a site.

Districts that select to exercise the "option to renew" terms of a maintenance contract, "when agreed in writing by both parties," shall process the Contract Agreement Renewal through Supply Services.

232.0 REST AREA CARE AND INSPECTION


Rest area caretakers should clean and service the rest rooms at least twice daily, preferably during early morning and afternoon hours, and more often throughout daylight hours on holidays, weekends and other days when rest area use is heavy. Caretakers should be on site during periods of time that high incidents of vandalism occur. This is usually two to three hours in the evening.

Inspection of each rest area should be carried out by designated district staff at least once a week or more often, if necessary, to assure contract compliance. The ITD-2538, Rest Area Inspection Report ([Figure 232.1](#)), shall be used. A completed copy of the inspection report (one page) is to be retained in an individual file designated for each rest area by rest area name. This procedure is to be followed for all rest areas, regardless of whether they are maintained by state forces or by a contractor. The rest area inspection report shall be kept on file during the term of the contract and retained at least five years in the district after termination of the contract.

A Rest Area Maintenance Checklist ([Figure 232.2](#)) shall be posted in each rest area mechanical/storage room for caretaker and inspection reference. The Rest Area Maintenance Checklist describes the task or job to be performed and the minimum results expected by the Department.

233.0 REST AREA CLOSURE

Rest areas will be closed while construction, reconstruction or refurbishment is taking place or whenever the use of primary services such as power, water, or toilets are interrupted. Each rest area should have closure signs available and be properly signed when closure is required.

Closure signs on the interstate system, and for other rest areas which are signed with major guide signs constructed from extruded aluminum panels, shall be orange and black in color and be capable of being placed on already existing rest area signs. Signs D5-1A (Rest Area 1 Mile), D5-6 (Rest Area Next Right) and D5-2A (Rest Area ) preceding the rest area to be closed shall be retrofitted with reader board

track to accommodate new "CLOSED" signs made of .063 sheeted aluminum at the central sign shop. A change pole that extends to 18 ft. (5.5 m) with a double suction cup head will make installation of the closure signs easier, especially with hard to access signs. Refer to [Figures 233.1](#), [233.2](#), [233.3](#) and [233.4](#) for instructions and information on installing the new rest area "CLOSED" signs. Any questions relating to the new signing procedure should be directed to Headquarters Traffic.

Closure signs for rest areas not using the standard interstate signs shall be black and orange in color and similar in size and appearance to the standard "Road Work Ahead" signs. Rest areas accessible by interchange or in conjunction with weigh stations shall be signed for closure in a manner that gives proper advance notification to the traveling public.

All additional rest area signs approaching the closed rest area and at the entrance to the rest area shall display a "CLOSED" sign. Barriers should be placed at the entrance to the rest area to be closed with a sign showing distance to the next available services.

Example: Closed For Repairs (Winter)
 Available Services
 Post Falls 4 miles (6.5 km)

When rest areas are temporarily closed due to interruption of primary services, every attempt should be made to keep the parking lot open and to provide restroom facilities (portable toilets) to serve the traveling public.

If the rest area closure should last more than 48 hours, then a "CLOSED" sign should be hung on the sign at the preceding rest area if the distance to the closed rest area is provided.

234.0 REST AREA VENDING

Rest Area vending privileges are the exclusive right of the Idaho Commission for the Blind and Visually Impaired (ICBVI). A cooperative agreement has been signed between the Department and ICBVI defining assigned responsibilities for vending purposes. Authority for this cooperative agreement is derived from both federal and [Idaho Code](#).

ICBVI through their business enterprise program will make arrangements for placement of the vending machines to dispense such items as packaged food, candy bars, soft drinks, coffee and newspapers. ICBVI is responsible for service and maintenance of the vending machines and must obtain a right-of-way use permit from the respective district.

Figure 232.1
REST AREA INSPECTION REPORT (ITD-2538)


Roadside Rest Areas And Ports of Entry Maintenance Inspection Report					
ITD 2538 (Rev. 6-03)					
Date Inspected		Time Inspected		Rating 1 or below - Poor or very poor 2 - Needs Improvement 3 - Good* 4 - Very Good* NA - Not Applicable *Meets Performance Standards	
Facility Name/District		Contractor Name/Representative			
Department Representative		Inspected By			
Grounds	1	Driveways - Parking Lots			
	2	Sidewalks			
	3	Garbage Containers			
	4	Trees, Shrubs, Lawn	Maintained and Clean No Insects, Disease, Weeds		
	5	Natural Areas			
	6	Wildflower Beds			
	7	Grassy Areas (Pet Areas)			
	8	Irrigation System			
	9	Gravel or Other Blanketed Areas			
	10	Picnic Tables, Arbors			
	11	Information Signs/Kiosk			
	12	Drinking Fountain			
	13	Cigarette Butt Receptacles			
Section Average _____					
Building Exterior	14	Outside Walls			
	15	Windows and Doors			
	16	Eaves			
	17	Light Fixtures			
	18	Public Telephones			
Section Average _____					
Building Interior	19	Partitions		Men's	Women's
	20	Urinals			
	21	Toilet Stools and Seats			
	22	Sinks and Mirrors			
	23	Soap Dispenser and Hand Dryers			
	24	Toilet Paper/Toilet Seat Covers			
	25	Floors, Walls, and Ceiling			
	26	Inside Windows and Doors			
	27	Heating - Air Exchange			
28	Rest Room Lighting and Sky Lights				
Section Average _____					
Utility/Custodial	29	Utility/Storage Room			
	30	High Pressure Wash/Steam Clean			
	31	Sewer/Plumbing System			
	32	Caretaker Residence			
	33	Custodian's Appearance - Uniform			
	34	Record Keeping/Daily Log			
Section Average _____					
Overall Rating 					
Additional Comments					

Figure 232.2
REST AREA MAINTENANCE CHECKLIST

REST AREA MAINTENANCE CHECK LIST				
Frequency Key:	Low use Periods(s)	Spring , Fall, Winter		
	High use period(s)	Summer		
H = 2 x day	T = 3 x week	S = 2 x month	C = 2 x year	
D = daily	F = 4 x week	M = monthly	E = 3 x year	
B = 2 x week	W = weekly	A = as needed	NA = not applicable	
1 = Monday	3 = Wednesday	5 = Friday	7 = Sunday	
2 = Tuesday	4 = Thursday	6 = Saturday		
Example: Clean Sinks H/A -- translates to tw ice per day, more often as needed				
Task - Facilities		Performance Standard (3) Rating		Frequency
				low use high use
Grounds				
<u>1. Driveways - Parking Lots</u>		Parking lots and driveways shall be clean of all debris and litter. Curbs and gutters must be clean.		
Pick up and dispose of all litter. Sweep and clean curbs and gutters.				D D/A
<u>2. Side Walks</u>		Sidewalks shall be kept clean of all spills, dust, dirt, sand, snow or ice.		
Sweep and clean sidewalks. Wash off spilled food, drinks, dirt, sand. Remove snow and ice.				D D/A
<u>3. Garbage Containers</u>		All garbage containers shall be maintained clean and free of dirt and grime. All garbage bags shall be replaced as often as necessary to prevent overflow.		
Check and replace garbage bags daily to prevent overflow or unsanitary conditions.				D H/A
Check and clean garbage container and lids.				
<u>4. Trees / Shrubs / Lawns</u>		All lawns, trees, shrubs and landscaped areas shall have a neat, healthy and well-maintained appearance. There shall be no visible signs of weeds or any insect or disease damage. These areas will be picked up at all times and trash and debris will be properly disposed of.		
Fertilize lawns, trees, and shrubs as scheduled.				M/A W/A
Control undesirable weeds in lawns and/or other areas as required. Prune trees and shrubs as required. Edge lawns, curbs, and sidewalks as required. Trees, shrubs, and lawns shall be treated when they show symptoms of insect or disease.				
Consult with experts.				
<u>5. Natural Areas / Lawns</u>		Native habitats/areas shall be preserved and enhanced. All natural areas and lawns shall be free of debris, litter and trash.		
Pick up and dispose of all debris, litter and trash in natural areas and lawns.				D D
Control and treat all noxious weeds and remove any undesirable weeds.		All noxious weeds shall be controlled.		
<u>6. Wildflower Beds</u>		Wildflower beds and planted areas shall be preserved and maintained to enhance the rest area. Wildflower beds shall be free of all litter & trash. All noxious weeds shall be controlled.		
Pick up and dispose of all litter and trash.				D D
Control and treat all noxious weeds and remove any undesirable weedy species.				
<u>7. Grassy Areas (Pet Areas)</u>		All grassy (pet) areas shall be neat and clean and free of any litter and trash, including pet waste.		
Pick up and dispose of all litter, trash and pet waste.				W/A W/A
<u>8. Irrigation System</u>		The lawn shall appear green, healthy, and well maintained & be irrigated on a regular basis.		
Monitor and service irrigation system controllers to assure that timely and proper coverage of irrigation water is taking place. Replace and/or repair sprinkler heads and broken lines as required.				W/A W/A
<u>9. Gravel or Other Blanketed Areas</u>		All graveled or blanketed areas shall be neat and free of any litter and trash.		
Keep gravel areas clean. Pick up and dispose of all trash and litter. Keep area properly covered with material.				A A

Figure 232.2(Contd)

Task - Facilities	Performance Standard (3) Rating	Frequency	
		low use	high use
Grounds (cont.)			
<u>10. Picnic Tables / Arbors</u>			
Clean and scrub all table tops and benches with soap and water that will clean and sanitize. Wash all arbor components (ceilings, walls & posts) as required. Wipe dry. Remove all graffiti immediately.	All picnic tables, arbors and floors shall be clean and the area free of trash and litter. Cobwebs and graffiti shall be removed. No graffiti will be visible.	D/A	H/A
<u>11. Information Signs / Kiosk</u>			
Clean and wash Plexi-glass with soap and water. Wipe clean. Sweep down all cobwebs and dust. Pick up and dispose of all trash and litter. Clean benches with soap and water. Rinse and wipe them dry.	Information signs must be clean and free of cobwebs, litter and graffiti. All frames and displays must be in good shape. Report if displays need attention or repair.	D/A	D/A
<u>12. Drinking Fountain</u>			
Clean entire drinking fountain with antibacterial disinfectant. Wash with soap and water. Rinse and wipe dry. Check faucet for leaks and proper operation.	Drinking fountain shall be operating properly and all surfaces shall be clean and sanitary.	D/A	H/A
<u>13. Cigarette Butt Receptacles</u>			
Clean tobacco butt receptacles twice daily. Remove and dispose of all tobacco butts and trash. Replace sand as required.	All tobacco butt receptacles shall be neat and clean.	H	H
Building Exterior			
<u>14. Outside Walls</u>			
Clean walls and corners and wipe down cobwebs. Remove all graffiti immediately. Keep gutters free of debris, leaves and pine needles.	Building exterior shall have a neat and clean appearance and be free of cobwebs, dirt and grime.	W/A	W/A
<u>15. Windows & Doors</u>			
Clean all windows and doors daily. Remove all cobwebs, dead insects, debris and dirt.	Windows & doors shall have a neat and clean appearance, free of water spots, cobwebs, dirt, and grime.	D/A	D/A
<u>16. Eaves</u>			
Clean under eaves and in corners and wipe down all cobwebs and insects.	Building exterior shall have a neat and clean appearance and be free of cobwebs, dirt and insects.	W/A	W/A
<u>17. Exterior Lights & Fixtures</u>			
Clean all lights and light fixtures with a damp cloth. Remove all cobwebs and dead insects and clean lens. Replace burnt out bulbs immediately.	All lights shall be clean and free of cobwebs.	W/A	D/A
<u>18. Public Telephones</u>			
Clean and sanitize public telephones/booths once per day. Report operational problems to telephone company and Department.	All public telephones/booths shall be neat, clean, and free of stains and fingerprints. Report trouble to telephone company and Department.	D	D
Building Interior			
<u>19. Partitions</u>			
Clean all partition walls using soap and water with disinfectant. Rinse and wipe dry. Remove all graffiti. Make sure doors operate and lock properly. Check to make sure walls are sturdy and not damaged.	Partitions shall be clean and well maintained and free of dirt, grime and graffiti. All doors and fixtures shall operate properly.	H/A	H/A

Figure 232.2(Contd)

Task - Facilities	Performance Standard (3) Rating	Frequency	
		low use	high use
Building Interior (cont.)			
20. Urinals			
Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if urinals flush properly. Check and replace odor blocks.	All surfaces, including exterior of urinal and exposed plumbing, shall be clean and free of dust, grime, stains, and finger prints.	H/A	H/A
21. Toilet Stools & Seats			
Clean and thoroughly scrub with a high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if toilets flush properly and seats operate properly.	All surfaces, including exterior of toilet stool and exposed plumbing and seats, shall be clean and free of dust, dirt, grime, stains and fingerprints. Toilets shall be maintained odor-free.	H/A	H/A
22. Sinks & Mirrors			
Clean and thoroughly scrub with a high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if all faucets and drains operate properly. Remove all graffiti.	All surfaces, including mirror and exterior of sink shall be clean and free of dust, grime, stains and fingerprints. Faucets and drains shall operate properly. No Graffiti will be present or visible.	H/A	H/A
23. Soap Dispensers & Hand Dryers			
Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if soap dispensers and hand dryers operate safely and properly. Make sure soap dispensers have adequate supply of soap.	All hand dryer and soap dispenser surfaces shall be clean and free of all dust, dirt, grime, stains and fingerprints. Hand dryers shall operate safely and properly at all times. Soap dispensers shall have adequate supply of soap.	H/A	H/A
24. Toilet Paper / Toilet Seat Covers			
Wipe the exterior finish of the toilet paper and toilet seat cover dispensers with a damp cloth. Check to make sure adequate supplies of toilet paper and toilet seat covers are present in the dispensers. At least one-half roll of biodegradable toilet paper shall be in evidence in each stall.	Toilet paper and toilet seat covers shall be available at all times and never run out.	H/A	H/A
25. Floors, Walls, & Ceiling			
Clean and thoroughly scrub with a high strength detergent containing a deodorant and antibacterial agent. Rinse and mop dry floors. Check to make sure floor drains operate properly and disinfect traps. Sweep down all cobwebs and remove graffiti.	Floors, especially next to mop boards and corners, shall be free of dirt and grime. Walls and ceilings, especially in the corners, shall be free of cobwebs, dirt, grime and graffiti.	D/A	H/A
26. Interior Windows & Doors			
Windows and doors shall be pressure washed and cleaned weekly. Daily spot clean as needed.	Windows and doors shall be clear and have a smear-free and grim-free appearance. Windows shall be free of water spots.	W/A	D/A
27. Heating - Air Exchange			
Check all grills and vents to assure adequate air movement and cleanliness. Check operation of odor suppressants.	All grills and vents shall be free of lint and/or obstructions. Odor suppressants shall be present and operational.	W/A	W/A
28. Rest Room Lighting / Sky Lights			
Clean all light fixtures with a damp cloth. Remove all cobwebs and dead insects and clean lens. Replace bulbs immediately when burnt out.	All lights shall be clean and free of cobwebs.	D	D

Figure 232.2(Contd)

Task - Facilities	Performance Standard (3) Rating	Frequency	
		low use	high use
Utility / Custodial			
<u>29. Utility / Storage Room</u>			
Keep utility/storage room clean, organized and free of litter. Keep up-to-date MSDS sheets on all cleaning products in a visible place and easily accessible in case of emergency. Check fire extinguishers and first aid kits.	All utility/storage rooms shall be free of clutter, dirt and cobwebs. Fire extinguisher and first aid kits shall be full and properly equipped in case of emergency.	W	W
<u>30. High Pressure Wash / Steam Clean</u>			
Use high pressure washer or steam cleaner to thoroughly wash down walls, partitions, stools, urinals, sinks, and floors to remove stains, dirt, and grime.	High pressure washing or steam cleaning may be necessary to sterilize, disinfect, and thoroughly clean rest rooms. This cleaning shall be done at low-use periods as scheduled.	S	S
<u>31. Sewer / Plumbing System</u>			
Monitor level of solids in septic tank(s) and pump if necessary or as needed. Uncover and recover lids and sign appropriately to provide safety to rest area users. Check sewer lagoons to detect possible problems. Report all sewer odors.	Inspect to insure the system is operating properly and to avoid costly breakdowns or rest area closure. Report any sewer odors or problems involving the sewage system immediately.	M	W
<u>32. Caretaker Residence</u>			
Irrigate and mow lawns and landscaping to provide well kept appearance. Pick up and dispose of all trash and debris. Keep interior clean and free of damage.	The exterior of the caretaker residence shall be neat and clean, with well-maintained yard and landscaping. No clutter or trash will be left laying around. Interior must be free of damage.	S/A	W/A
<u>33. Caretaker Appearance - Uniform</u>			
The caretaker shall wear a uniform provided by the contractor while on work duty. The caretaker shall wear an identification badge that contains contractor and employee names.	Caretaker and contractor employees shall be neat and clean at all times. Employees shall be friendly and courteous to rest area users. Employees shall wear identification badges at all times while working within rest area complex.	A	A
<u>34. Record Keeping / Daily Log / Time Clock</u>			
The caretaker shall check in and out using time clock. Keep a daily log listing activities completed and supplies used. Enter unusual or required information (i.e., traffic counts, lost and found articles, accidents, vandalism). Keep the daily log in the mechanical room.	Daily time sheet, logs and records shall be maintained daily and available for Department inspection. Daily time sheet, log and records shall be delivered monthly to the Department.	D	D

Figure 233.1
REST AREA ALUMINUM READER BOARDS

Instructions for installing and using rest area "CLOSED" signs.

RE: [Figures 233.2, 233.3, and 233.4](#)

Reader board track comes as a universal track. Obtain 1 1/2 inches (38 mm) for the top track and 1/2 inch (13 mm) for the bottom track. Cut off the side of the track that is not used. The overall outside measurements in the referenced drawings were taken after the unused portion of the track was cut off.

A spacer must be placed under the reader board track before it is pop riveted (using colored rivets) to the sign face. The thickness of the spacer will be determined by the thickness of the lettering, either high intensity or button copy, that the "CLOSED" panels will be placed over.

Obtain an aluminum change pole capable of extending out to a maximum length of 18 feet (5.5 m). A change pole should be available at each rest area where the reader board track is used to secure the "CLOSED" signs.

The central sign shop will produce the "CLOSED" signs using .063 sheet aluminum and the standard "E" modified lettering for interstate signs.

The approximate cost of the reader board track is \$1.00 per linear foot, the change pole and double suction cup head \$80.00, and the "CLOSED" signs \$80.00 per sign.

Figure 233.2

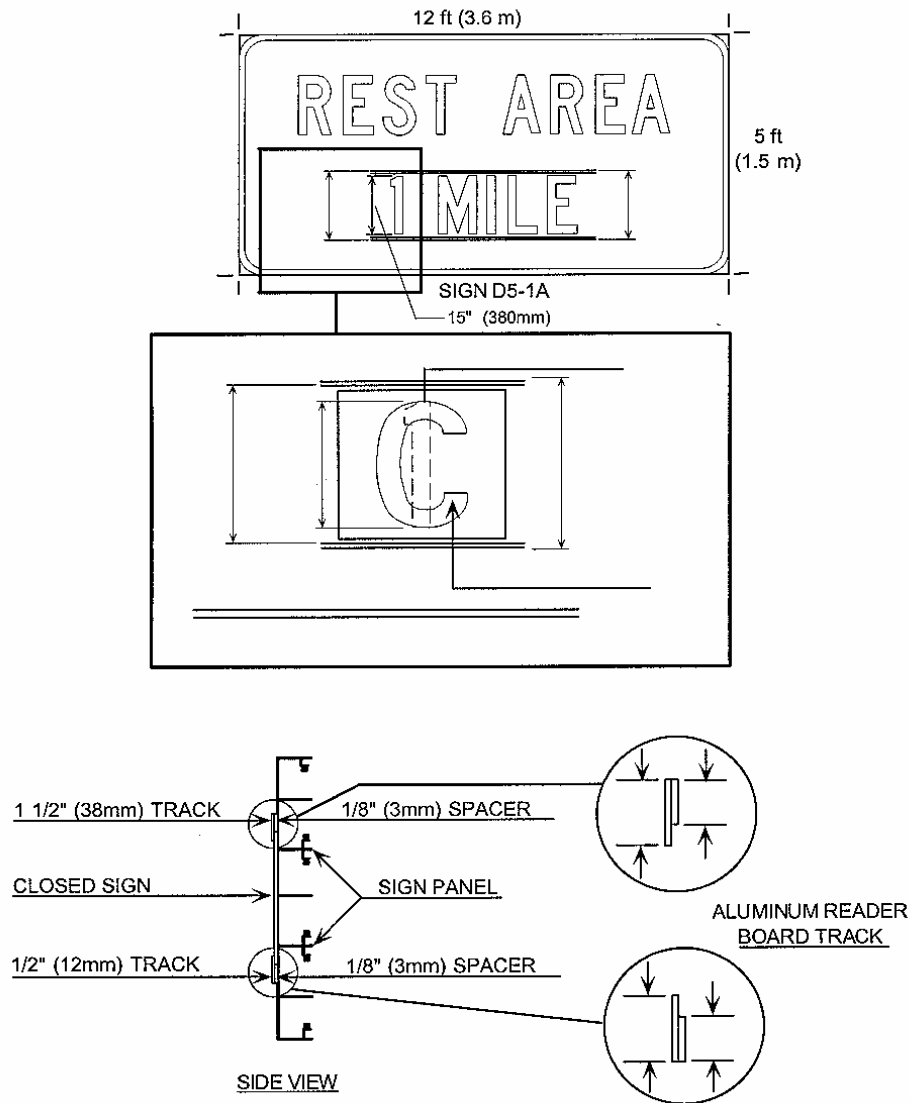


Figure 233.3

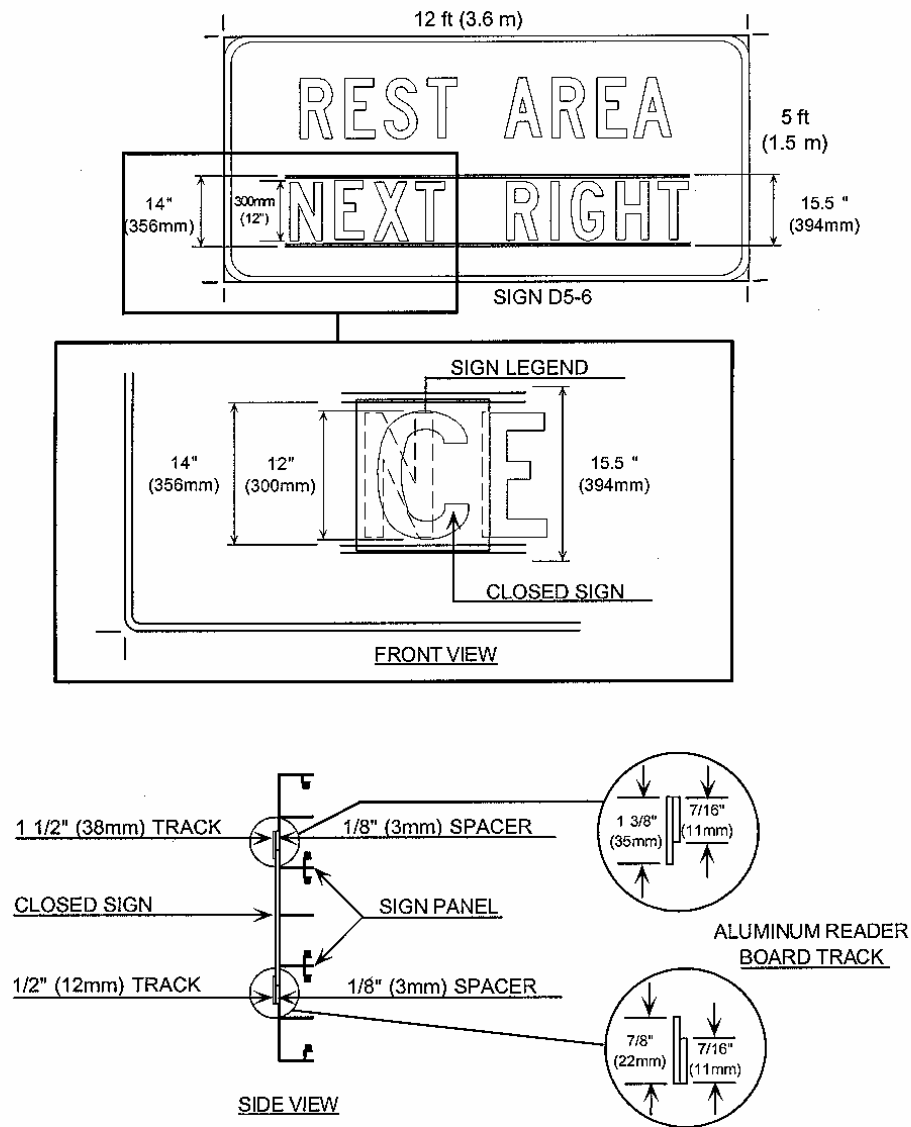
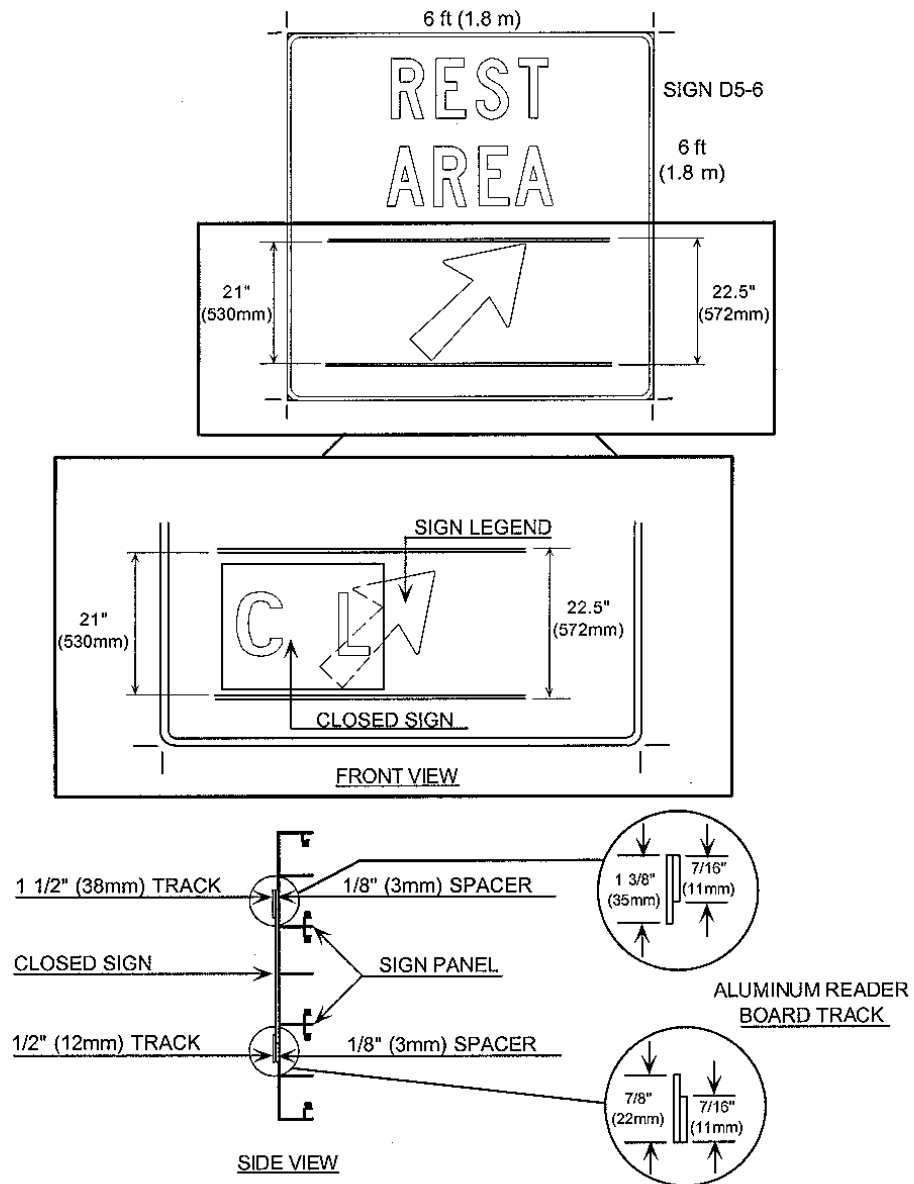


Figure 233.4



The district shall determine the number, kind and location of the vending machines on the right-of-way use permit. The district shall provide electrical service and provide for and maintain a specified location for placement of the vending machines.

The Department allows non-profit groups to dispense free refreshments to the traveling public. To avoid conflict or confusion between ICBVI with vending privileges and non-profit groups dispensing free refreshments, refer to and become familiar with the REST AREA ACTIVITIES PROGRAM, Section 240 in the Maintenance Manual.

For additional information, refer to the cooperative agreement between the Idaho Transportation Department and the Idaho Commission for the Blind and Visually Impaired. Copies may be obtained from Headquarters Maintenance.

235.0 RULES GOVERNING SAFETY REST AREAS

Under the authority of [Idaho Code 40-312](#), the Idaho Transportation Board has adopted rules governing safety rest areas (refer to [Figure 235.1](#)). These rules shall be posted in a visible location (preferably on the rest area building) within the rest area complex. Even though the rules do not cover every incident that may take place within the rest area, they can be a good reference to discourage most acts of misconduct or activity.

Additional rules relating to rest area activities can be found in ITD's Access Management: Standards and Procedures for Highway Right-of-Way Encroachments (see [Subsection 1.4, Prohibited Activities and Encroachments](#)).

Signs for posting these rules in rest areas can be obtained and installed through District Traffic.

236.0 TURNOUTS

Roadside areas immediately adjacent to state highways may be utilized by vehicles for purposes of short-term parking. Some of these areas can be classified as scenic overlooks, grass slopes or small roadside parks, or just wide spots in the road. All of these roadside areas should be treated as an extension of the mainline roadway.

Figure 235.1
IDAPA 39
TITLE 03
CHAPTER 50

39.03.50 - RULES GOVERNING SAFETY REST AREAS

000. LEGAL AUTHORITY.

Under the authority of [Section 40-312, Idaho Code](#), the Idaho Transportation Board adopts this rule. (12-26-90)

001. TITLE AND SCOPE.

The purpose of this rule is to regulate use of and set standards of behavior for all persons using or visiting developed rest areas. (12-26-90)

002. -- 099. (RESERVED).

100. SANITATION.

The following acts are prohibited: (12-26-90)

01. Designated Trash Containers. Failing to dispose of all garbage and trash, including paper, cans, bottles and other waste materials by either removal from the site or depositing in designated trash containers. (12-26-90)

02. Vehicle Refuse Or Water. Draining or dumping refuse or waste from any trailer or other vehicle except in places or receptacles provided. (12-26-90)

03. Water Facilities. Cleaning fish or other food, washing clothing or household articles at hydrants or water faucets. (12-26-90)

04. Water Systems. Polluting or contaminating water used for human consumption or water systems used for the delivery of such water. (12-26-90)

05. Comfort Station. Depositing body waste in or on any portion of a comfort station not intended for that purpose. (12-26-90)

06. Dumping. Dumping of household or commercial garbage or trash brought as such from private property into refuse containers or other refuse facilities. (12-26-90)

101. -- 199. (RESERVED).

200. PUBLIC BEHAVIOR AND TREATMENT OF PUBLIC PROPERTY.

The following acts are prohibited: (12-26-90)

01. Behavior. Indulging in boisterous, abusive, threatening, or indecent conduct or

creating unnecessary noise which interferes with the reasonable use of the area by other visitors.

(12-26-90)

- 02. Treatment Of Natural Features Or Plants.** Destroying, defacing, cutting, sampling, or removing any natural feature or plant. (12-26-90)
- 03. Treatment Of Public Property.** Damaging by defacing, plugging, breaking, or removing any facility, fixture, sign or marker provided for use of the public.(12-26-90)
- 04. Soliciting.** Selling or offering for sale any merchandise. (12-26-90)
- 05. Firearms/Fireworks.** Discharging firearms or fireworks. (12-26-90)
- 06. Noise Producing Devices.** Operating or using any audio devices, including radio, television and musical instrument, and other noise producing devices, such as electrical generator plants and equipment driven by motors or engines, in such a manner and at such times so as to disturb other persons. (12-26-90)

201. -- 299. (RESERVED).

300. OCCUPANCY OF DEVELOPED REST AREAS.

The following acts are prohibited: (12-26-90)

- 01. Occupancy Of Site.** Occupying a site for any primary purpose other than resting and refreshing of travelers from the fatigue of travel. (12-26-90)
- 02. Assembling.** Assembling or attracting groups of people except for public service functions by civic, fraternal or religious organizations as approved by the Department. (12-26-90)
- 03. Time Limits.** Remaining in a rest area for a period of time longer than that established by the Idaho Transportation Department. Occupancy of the rest areas on interstate highways is limited to eight (8) consecutive hours. Occupancy of rest areas on other routes of the State Highway System is limited to sixteen (16) consecutive hours. (12-26-90)
- 04. Fires.** Building fires outside of stoves, grills or fireplaces. (12-26-90)
- 05. Failure To Clean.** Failing to clean the place occupied before departing.(12-26-90)
- 06. Animals.** (12-26-90)
 - a. Bringing a dog, cat or other animal into a rest area unless it is crated, caged, leashed or otherwise under physical restrictive control at all times. (12-26-90)
 - b. Permitting a dog, cat or other animal to exercise and/or defecate in areas not

signed for such purpose. (12-26-90)

301. -- 399. (RESERVED).

400. VEHICLES.

The following acts are prohibited: (12-26-90)

01. Rates Of Speed. Driving motor vehicles at excessive rates of speed. (12-26-90)

02. Driving Or Parking. Driving or parking a vehicle or trailer except in places developed for such purpose. (12-26-90)

03. Careless Driving. Driving a vehicle carelessly and heedlessly in disregard of the rights or safety of others; or driving at a speed, or in a manner which endangers, or is likely to endanger, any person or property. (12-26-90)

04. Motorbikes/Motorcycles. Driving motorbikes and motorcycles on trails within developed rest areas.

05. Roads In Rest Areas. Driving motorbikes, motorcycles, or other motor vehicles on roads in developed rest areas for any purpose other than entering or leaving the area. (12-26-90)

06. Accelerating Engine. Excessively accelerating the engine of a motor vehicle or motorcycle when such vehicle is not moving or is approaching or leaving a stopping place. (12-26-90)

401. -- 999. (RESERVED).

240.0 REST AREA ACTIVITIES PROGRAM

The rest area activities program allows nonprofit groups to dispense free refreshments to the motoring public for the purpose of providing a period of relaxation and improving highway safety.

240.1 Definitions

Rest Area Activities Chairperson - Individual appointed or selected by the group to serve as spokesperson.

Rest Area Activities Program - The rest area program of the Department to assist in comfort and safety of the motoring public.

Rest Area - Name of rest area approved by the District Engineer for the free dispensing of refreshments by the group. For the purpose of this program, dual rest area facilities separated by a section of highway will be considered as individual facilities, and separate applications must be submitted for each facility.

Refreshments - Hot or cold nonalcoholic/noncarbonated beverages, doughnuts and cookies.

Board - The Idaho Transportation Board.

Director - The Director of the Idaho Transportation Department.

District - One of the six districts of the Department having the responsibility of administering the rest area activities program.

District Engineer - The chief executive officer in charge of a district of the Department.

Rest Area Foreman - The state employee in charge of rest area maintenance.

Caretaker - The contracted, on site, individual responsible for providing cleanup and care of the rest area.

Group - Members of nonprofit organizations who have requested to participate in the rest area activities program.

240.2 Participation in Rest Area Activities Program

Members of nonprofit organizations may, upon approval by the Department, provide free refreshments in rest areas under such terms and conditions as may be duly promulgated under the authority of the Board.

No person or group shall be denied the opportunity to participate in this program because of their age, race, sex, color, or national origin.

Any group or organization that promotes racial or religious intolerance or harassment shall not be eligible to participate in the volunteer program.

The volunteer groups will not be allowed to dispense organizational, political, or any other type of literature, with the exception of tourist information such as city, county, or state road maps, cafe and hotel accommodations.

240.3 Application

The Rest Area Activities Chairperson shall submit an [ITD 0052 Rest Area Activities Program Application \(Figure 240.3\)](#) to the appropriate District Engineer on or before January 1st of each year. Applications will be approved on a first come/first serve basis. In the event more than one organization requests the same day, a blind drawing will be held to make a selection. Only one initial reservation is allowed each year. Additional applications may be made if no other organization has applied for the designated days. ITD may restrict reservations to only one initial holiday weekend reservation each year. Additional applications may be made for non-holiday weekends.

240.4 Agreement

If the application is approved, the Rest Area Activities Chairperson shall complete ITD 2887 [Rest Area Activities Program, Agreement Terms and Conditions \(See Figure 240.4\)](#). Agreements issued to a subgroup of a volunteer group will be considered to be issued to a parent group. The parent group is responsible and liable for any damages caused by the subgroup. Agreements are non-transferable.

240.5 Responsibilities of Group and Department

Groups that participate in the rest area activities program are subject to the responsibilities listed on the Rest Area Activities Program, Agreement Terms and Conditions and are required to complete the Volunteer Release of Liability (see [Figure 240.5 & Figure 240.5A](#)).

The Department's participation in the rest area activities program shall include:

- The Department will determine if the dispensing of free refreshments is compatible with Department property, the motoring public, and the safety of the group.
- The Department will determine if the rest area can accommodate the requested activity.
- The Department will inform the group of allowable dispensing locations, vehicle parking areas, electric and water connections, storage areas, and all restrictions that may apply.

- The Department will furnish informational signs prior to the scheduled activity. The group will set up signs prior to the scheduled activity, and remove and return the signs after completion.

Figure 240.3



ITD 0052 (Rev. 5-03)	Rest Area Activities Program Application		
	Idaho Transportation Department		
Please type or print all requested information.			
Volunteer Group Information			
Group Name			
Tax Exempt Number		501(c)-3 Status	
Address			
Rest Area Activities Chairperson			
Daytime Phone		Email	
Address			
Rest Area Information			
Rest Area Name			
<input type="checkbox"/> East Bound <input type="checkbox"/> West Bound <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound			
Dates Requested (1-3 continuous days)		Alternate Dates	
From - - To - -		From - - To - -	
Hours of Operation (daylight to dark minimum)		Number of Volunteers working at one time	
From a.m. To p.m.			
Rest Area Activities Chairperson's Signature			Date
District Approval			Date
Department Use Only			

Figure 240.4

ITD 2887 (Rev. 5-03)	Rest Area Activities Program Agreement Terms and Conditions Idaho Transportation Department	
----------------------	---	---

Volunteer Group Name	Rest Area
Activity Date(s) From -- To --	Activity Times From a.m. To p.m.

The Idaho Transportation Department (ITD) agrees to permit the volunteer group to dispense free refreshments at this Rest Area for the above stated period of time.

The volunteer group agrees to the following terms and conditions.

1. The volunteer group must be recognized as a 501(c)-3 nonprofit organization.
2. Group members shall be required to sign a release form before participating in any refreshment dispensing activities.
3. The volunteer group shall be responsible for prohibiting members from either possessing or consuming alcoholic beverages or illegal drugs during group activities.
4. Refreshment serving is to be conducted for improving the safety of the traveling public.
5. Refreshments will be limited to hot or cold, non-alcoholic, non-carbonated beverages, donuts and cookies. All services and refreshments offered must be free of charge.
6. Only one initial reservation is allowed each year. Additional applications may be made if no other organization has applied for designated days. ITD may restrict reservations to only one initial holiday weekend reservation each year. Additional applications may be made for non-holiday weekends.
7. A single agreement to dispense refreshments may be issued for up to three continuous days.
8. A copy of this agreement must be posted during group activities.
9. Agreements issued to a subgroup of a volunteer group will be considered to be issued to the parent group. The parent group is responsible and liable for any damages caused by the subgroup. Agreements are nontransferable.
10. A minimum of daylight to dark schedule each day of operation is required.
11. A responsible adult representative of the group, 21 years of age or older, shall be on the premises during all group activities.
12. Failure of a group to dispense refreshments or to notify the issuing office of ITD of a cancellation at least one week prior to the date of the agreement may result in suspension of eligibility for future agreements.
13. The volunteer group may have two (2) signs at the dispensing site showing the service and the group's name. For example, "Free refreshments, Compliments of (*Your Group Name*)". The maximum size of these signs shall be 18" x 24".
14. Signs will not be posted, or attachments of any kind be made, to any buildings, trimmings, or facilities. Volunteer groups will be responsible for any repair costs resulting from noncompliance.
15. When a Visitors Information Center is present, the public's requests for information and products will be referred to the Visitors Information Center. Volunteer group members will not remove materials from the Visitors Information Center.
16. One opaque container, with the word "Contributions" or "Donations" in letters no larger than 2" high will be allowed. All other solicitations of contributions and donations are forbidden. State law prohibits sales by item except for the vending of products by the Idaho Commission for the Blind and Visually Impaired (ICBI).
17. All supplies not in immediate use must be stored out of sight. No use of any building for storage will be allowed. Visible supplies must be kept and maintained in an orderly and neat manner.

18. Refreshment serving is to be carried out solely within the rest area as directed and approved by ITD personnel. Camping type vehicles such as pickup campers, travel trailers or motor homes will not be used for dispensing refreshments. The activity, including serving from a self-contained dispensing vehicle, must take place free from any ramp or surface used for the movement of pedestrians or vehicles and must not block or hinder access to restrooms or vending machines provided by ICBI.
19. Water will be obtained from outside building faucets or as directed by ITD personnel.
20. Electrical power may not be furnished by ITD. If power is furnished each 20 amp circuit (2200 watts) designated for use by the group shall be provided a ground fault interrupter. If power is lost, the "reset" button located next to the "test" button in the center of the receptacle shall be pressed. If electrical power is not restored, the on-duty Rest Area Caretaker will be advised, if available. If power is restored by pressing the "reset" button and the circuit continues to fail when put to use, an improper extension cord or faulty appliance may be the cause. No interior building outlets will be utilized. Not all buildings have exterior outlets. In this case, the group is responsible for furnishing an appropriate power source for their appliances.

Electric Power <input type="checkbox"/> Is <input type="checkbox"/> Is Not Available At This Rest Area.

21. Volunteer groups will furnish their own supplies and cleaning equipment. Groups must remove debris from the rest area grounds and leave the restrooms neat and clean. All debris associated with the dispensing of refreshments is to be put into plastic bags. The bags shall be tied and placed in garbage containers or removed from the rest area grounds. If garbage containers are full, the plastic bags are to be placed behind the rest area building adjacent to the exterior wall next to the storage room doors.
22. Volunteer group members shall park their personal vehicles at the end of the automobile parking area and away from the restroom building. Camping in shelters, picnic, and grass areas is not allowed.
23. Except for guide dogs for the disabled, all dogs must be kept on a leash in the pet area.
24. "At grade" crossing of the interstate median is strictly prohibited. Participants shall use available interchanges.
25. Violation of provisions by groups may be cause for cancellation and denial of future reservations.

If, in the sole judgment of ITD personnel, the group is not meeting the provisions of this agreement, ITD may terminate the agreement. This agreement may be modified in scope or altered in any other manner at the sole discretion of ITD personnel. ITD reserves the right to modify or cancel the Rest Area Activities Program at any time and for any reason at the sole discretion of ITD.

The volunteer group acknowledges and agrees that if any actions by the group relative to the performance of this agreement are determined to be contrary to any legislative restrictions or any restrictions on the use of appropriated funds for political activities, or ITD policy, rules, or procedures, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to the removal of the volunteer group from the rest area.

Rest Area Activities Chairperson Signature	Date
ITD District Engineer Signature	Date

If ITD personnel are needed during group activities please call one of the following:

On-Duty Rest Area Caretaker

Rest Area Foreman (208)

Maintenance Foreman (208)

Other ITD personnel (208)

Figure 240.5

ITD 2870 (Rev. 2-03)

Volunteer Release Of Liability
Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs



All participants under the age of eighteen (18) must have a separate Release Form (ITD 2871) signed by their parent or guardian.

Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.

Volunteer Organization	Date
------------------------	------

I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and other volunteer activities on or near state highway right-of-way.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities on or near the state highway right-of-way.

I have attended the roadside safety training program as a prerequisite to participation in the Adopt-a-Highway and Volunteer Services Programs. (Does not apply to Rest Area Activities Program.)

Signature	Address

Figure 240.5A

ITD 2871 (Rev. 2-03)

Volunteer Release Of Liability**Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs
(For Participants Under Age 18)**

All participants under the age of eighteen (18) must have this Release form signed by their parent or guardian.

Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.

Volunteer Organization	Date
------------------------	------

I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and other volunteer activities on or near state highway right-of-way.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities on or near the state highway right-of-way.

I have attended the roadside safety training program as a prerequisite to participation in the Adopt-a-Highway and Volunteer Services Programs. (Does not apply to Rest Area Activities Program.)

Minor's Name (please print)	Minor's Address
Minor's Signature	
I certify that I am the above minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs. I further agree to abide by the stipulations set forth in the above paragraphs.	
Parent's or Guardian's Name (please print)	Parent's or Guardian's Address (if different from minor)
Parent's or Guardian's Signature	

240.6 General Limiting Conditions and Eligibility

If any actions by the group are determined to be contrary to the provisions of the written agreement, [Section 240.4](#), or to any legal requirements or any restrictions on the use of appropriated funds, the Department shall have the right to take any and all necessary remedial action, including, but not limited to, removal of the group from future consideration for participation in the rest area activities program.

240.7 Modification of the Agreement

The rest area activities agreement may be modified in scope or altered in any other manner at the sole discretion of the Department.

240.8 Termination of the Program

The Department may terminate the agreement and remove the group from the dispensing site if, in the Department's sole judgment, the group is not meeting the terms of the agreement.

The Department may also terminate the agreement if closure of the rest area is necessary due to electrical, plumbing, or other utility outages.

240.9 Administration of the Program

Statewide coordination and promotion of the program will be provided by the Headquarters Maintenance Section with the assistance of the Public Affairs Section. Both sections will also provide support as required or requested by the Districts. The statewide Rest Area Activities Coordinator within the Maintenance Section will establish policies and procedures under the direction of the Maintenance Engineer as required.

The program will be administered in each District by the District Engineers who will provide staff to serve as coordinators for the program. District Rest Area Activities Program Coordinators will be responsible for the following:

- Contact applicants, furnish agreements, and coordinate proper execution and return of agreements. Original applications and agreements will be kept on file in the District office.
- Coordinate activities with appropriate Rest Area Foremen and Rest Area Caretakers to assure that groups are provided access and assistance in the rest area during the agreement period.
- Coordinate the placement and removal of temporary informational signs.
- Oversee the general performance of each group to ensure compliance with the terms of the agreement.
- With the approval of the District Engineer, delegate some of the above responsibilities to the Rest Area Foremen in order to accomplish the tasks in a more efficient manner.

250.0 DRAINAGE

Work performed in, near or to a stream channel, waterway and/or designated wetlands shall comply with the 401 Clean Water Act (CWA) and may require a 404 permit which can be obtained from the Department of Army Corps. of Engineers (ACOE). If a 404 permit is required, ITD shall obtain prior permission and a permit from the Department of Water Resources (IDWR) stating that work performed in or to the stream or wetland will not increase the sediment or pollution levels. If there are threatened and/or endangered species located in the vicinity including waters and non-waters, appropriate authorities shall be contacted prior to work performed in, near or to stream channels or wetlands. Maintenance staff shall contact the District Senior Environmental Planner prior to work commencing in, near or to streams, channels or wetlands.

251.0 CHANNEL REPAIR AND CLEANING

Channel maintenance should be done whenever conditions arise such as excessive plant growth or debris that restricts channel flow. The Maintenance Foreman should make recommendations on changing channel conditions where necessary. Work performed in, near or to continuous flowing streams, intermittent channels, and/or waterways with wetland characteristics requires a 404 permit obtained from the Department of Army Corps. of Engineers (ACOE) and may require a stream alterations permit from the Department of Water Resources (IDWR). Both ACOE and IDWR shall be contacted to obtain permission and necessary permits before work commences. Work should be done during low flow situations whenever possible.

The District Senior Environmental Planner should be consulted before performing any maintenance work which may impact a continuous flowing stream, intermittent channel and/or waterway with wetland characteristics.

- All drift, logs, trees, and other debris should be removed from the channel at the first opportunity. Be sure necessary easements and rights-of-way are clear prior to proceeding with this operation.
- Excessive overgrowth from grass and willows and displaced rip-rap or shot rock, etc. greatly restricts the effectiveness of the channel area. Banks should be checked, cleaned and reshaped periodically.
- Channels should be checked periodically especially dry channels, for proper drainage and excessive accumulation of weeds and/or dry plant materials which may increase fire hazards around timber structures.
- Channels should be checked as required by the ACOE, IDWR, and 404 permits.

252.0 EMERGENCY CHANNEL MAINTENANCE

In emergency situations, maintenance personnel may take immediate action to protect life and property; provided that the extent of stream alteration during such emergency shall be limited to that amount necessary to safeguard life and property. The State Highway Administrator and the Directors of the ACOE and IDWR shall be notified when emergency situations occur and may require consultation with the appropriate authorities after the emergency situation is corrected. Mitigation or corrective actions are required under some emergency situations.

When emergency actions are performed, corrective measures shall be implemented to prevent unnecessary or further alterations in, near or to the stream, intermittent channel or waterway after the emergency condition has been corrected.

In emergency situations, maintenance personnel will proceed to provide safe travel conditions for the highway user.

The ACOE and IDWR shall be notified as soon as practicable and include written documentation of all emergency actions performed after the emergency condition has been corrected.

254.0 CLEANING CULVERTS, CATCH BASINS, AND INLETS

Culvert maintenance is similar to bridge maintenance in that the basic requirement for good maintenance is scheduled periodic inspections.

Unless the culvert is of unusual size or has a particularly complex design characteristic, the Maintenance Foreman will perform the scheduled inspection.

The Maintenance Foreman is usually aware of trouble spots or problems with culverts especially those that have been in service for some time. Culverts, by their nature, can handle a variety of infrequent and varying amounts of water over its service life including storm events. However, infrequent water flows or storm events may cause excessive damage if installations are not properly maintained. Therefore, culverts should be checked and inspected regularly for damage and proper drainage.

Use the following checklist when inspecting a culvert installation:

- Check the channel for obstructions, excessive vegetative growth along banks, and sediment accumulation at the inlet and outlet of the structure.
- Observe the headwall placement with respect to the present channel and make sure the flow is not bypassing or undercutting the headwall or going around the ends
- Observe the available freeboard within the channel. If the channel does not contain a freeboard, or the freeboard is not noticeable, then this may be an indication of an obstruction in the pipe or excessive sediment accumulation.
- Check concrete box culverts for cracks and the associated piping for bolt failures.

Many culverts within older sections of the highway have been "lost" due to excess sedimentation or dirt and debris movement caused by slides and/or damage from road construction along the shoulder. Be careful when using heavy equipment near pipe installations. Note the locations and mark them prior to routine shoulder work. Check both inlets and outlets for restriction immediately after routine shoulder work.

Unless otherwise designated by agreement or special conditions, the Division of Highways is responsible for the flow of water from right-of-way to right-of-way. To guarantee the uninterrupted passage of water, clean culverts and siphons regularly.

Landowners usually cooperative and allow encroachment on their property, providing they are notified in advance of any maintenance work performed on their property. The Maintenance Foreman shall take precautions to not damage ditch banks or adjacent land. The Maintenance Foreman should ask for landowner's permission in advance even if heavy equipment is to be used inside the right-of-way.

If heavy equipment is used outside the right-of-way, the Maintenance Foreman shall obtain a signed agreement from the landowner. Any disturbance along the right-of-way or on landowner's property shall require revegetation establishment. If

practicable, vegetation shall be restored to kind or likeness similar to the original or undisturbed vegetation.

Special care shall be given to older siphon installations. If ice forms in the siphon barrel (due to shallow installation depths), water may seep into the roadbed causing damage to the existing roadway. Siphons with this type of problem should be pumped dry at the end of each water season.

257.0 RESHAPE APPROACHES, TURNOUTS, SLOPES, AND TRUCK ESCAPE RAMPS

Truck escape ramps are restored to their original condition by smoothing and working out the tracks made by the last runaway truck.

This work should be done when excessive rutting occurs on the surface, normally within three days after use.

The recommended procedure for this maintenance is as follows:

- Place signs and safety devices.
- Position one radio-equipped vehicle 1/2 mile (800 m) in advance of the ramp and another radio at the ramp. Use the radios to alert the crew of an approaching runaway truck.
- Work the areas, as needed, using a Triple K cultivator or front-end loader with a 16-inch (400 mm) harrow-type attachment. Drift material over areas that have become rutted or compacted.
- If material is required, place it on the uphill portion of the ramp and drift it down into the required locations. If excessive material has settled to the bottom of the ramp, use a front-end loader to haul the material back to the upper portion of the ramp. Do not leave excess material that causes a bump at the beginning of the ramp.
- Winter maintenance of ramp:
 - Salt ramp as required. The normal application rate is 4 1/2 pounds/square yard (22 kg/m²).
 - If excessive freezing occurs, it may be necessary to break up the ramp surface using a Triple K cultivator or front-end loader with a 16-inch (400 mm) harrow-type attachment. Reapply salt.
- Remove signs and safety devices when the operation is complete.

260.0 RIGHT-OF-WAY FENCING MAINTENANCE OR REPAIRS

Fencing on all State Highways are to be maintained at the level of service defined in [Administrative Policy A-05-19](#). Maintenance and/or repairs of any right-of-way fence should conform to the standards set forth in [Standard Drawing F-2-A](#).